

Kennedy NASA Procedural Requirements

Effective Date: **October 21, 2004**

Expiration Date: **October 21, 2009**

Responsible Office: **Director of Spaceport Services**

SUPPLY AND EQUIPMENT SYSTEM MANUAL

**National Aeronautics and
Space Administration**

John F. Kennedy Space Center

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Scott D. Kerr
Director of Spaceport Services

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Preface

P.1 PURPOSE

- a. This manual details responsibilities and procedures for the management and utilization of the Kennedy Space Center (KSC) Supply and Equipment System. It provides procedural requirements and assigns responsibilities which will govern the utilization of the KSC Supply and Equipment System as supported by the Base Operations Contract. It incorporates by reference and implements NASA Headquarters and KSC Management Directives in the 4000 series and interfaces, when

applicable, with other NASA Headquarters and KSC Management Directives.

- b. Many KSC contractors are self-supporting in that they obtain their own supply support and do not obtain support from the Government. Those contractors are covered under the Federal Acquisition Regulation (FAR) and their respective contracts and are responsible for their own procedures. Therefore, this manual does not apply to the Space Flight Operations Contractor (SFOC) and to the Payload Ground Operations Contractor (PGOC). It also does not apply to the J-BOSC internal support. However, J-BOSC is contracted to provide support to NASA, non-self-support NASA contractors, and other Government agencies at KSC. This manual will show how to gain that support.
- c. The Director of Spaceport Services is the center focal point for Headquarters on all external audits and inspections in the area of supply support.
- d. The J-BOSC Customers' Guide may be used for procedures not contained within this directive.

P.2 Applicability

The provision of this manual apply to all NASA/KSC organizations that govern and utilize the KSC Supply and Equipment System for obtaining supplies, material, equipment, maintenance and repair, laundry services, etc., to support base operations. This includes all NASA organizations, other Government organizations and contractors (including those that are authorized to procure supplies for NASA) and is supported by the J-BOSC contractor. It also applies to the supply and equipment management functions that are retained by NASA/KSC under self-support. Procedures for both situations will be evident in this manual. In addition, the provisions of this manual do not apply to controlled substances (narcotic and sedative drugs) or to ordnance, propellants, or unmanned vehicle-peculiar spare parts/equipment.

P.3 Authority

- a. NPR 4100.1, "NASA Materials Inventory Management Manual"
- b. NPR 4200.1, "NASA Equipment Management Manual"
- c. Federal Property Management Regulations, Subchapter H, Part 101:43

P.4 References

P.5 Cancellation and/or Supersession

This document cancels and supersedes KHB 4000.1, Supply and Equipment System Manual.

Procedures

Chapter 1. Inventory Management

1.1. PURPOSE

This section provides requirements and assigns responsibilities for control of materials inventory and management of stores stock for items in the KSC Supply and Equipment System.

1.2. APPLICABILITY AND SCOPE

This applies to all directorates involved in the J-BOSC contractor's management, support or utilization of the KSC Supply and Equipment System.

1.3. RESPONSIBILITIES

- a. The Chief, Center Services is responsible for:
 - (1) Providing technical requirements and input to the evaluation of the J-BOSC contractor's procedures, methods and system of inventory control.
 - (2) Providing technical requirements to and evaluation of the development, operation and maintenance of the Kennedy Inventory Management System (KIMS).
- b. Providing the center focal point for all inventory management policy.
- c. The J-BOSC Contractor is held responsible for:
 - (1) Maintaining inventory control and accountability of the J-BOSC inventory utilizing KIMS which is the automated inventory management system at KSC.
 - (2) The operation and maintenance of all KIMS hardware and software for all KSC.

- (3) Maintaining their own database in KIMS of J-BOSC managed items.

1.4. PROCEDURES

- a. The J-BOSC contractor is contracted to maintain accountability of the inventory by utilizing KIMS. The specific procedures necessary to maintain this inventory control are the responsibility of the J-BOSC contractor (see paragraph 5a(1)).
- b. The Space Flight Operations Contractor (SFOC) and the Payload Ground Operations Contractor (PGOC) are contracted to provide all their own internal supply support. The specific procedures necessary to meet that responsibility are the responsibilities of SFOC and PGOC for their respective contracts. However, J-BOSC, PGOC, and SFOC may utilize KIMS to perform the automated portion of their inventory Management.

Chapter 2. ADP MANAGEMENT AND APPLICATIONS

2.3. PURPOSE

This chapter establishes procedures for the operation, maintenance, and utilization of the Kennedy Inventory Management System (KIMS).

2.4. APPLICABILITY AND SCOPE

This procedure is applicable to NASA/KSC elements, other NASA organizations and Government agencies, and Support Service Contractor personnel at KSC (in accordance with the terms of their contract(s)) involved with the operation and maintenance, as well as the utilization of KIMS.

2.5. GENERAL

- a. Each KSC onsite contractor will utilize KIMS to maintain records and accountability of their own spare parts to the extent specified in their respective contracts.
- b. The Chief, Center Services, is responsible for providing technical requirements to and evaluation of the development, operation, and maintenance of KIMS.
- c. The J-BOSC contractor is held responsible for:

- (1) The operation and maintenance of KIMS hardware and software, which includes the operation, and maintenance of KIMS enhancements is approved by the KIMS Configuration Control Board.
 - (2) Maintaining inventory control and accountability through KIMS of all inventory (spare parts) used to support base operations.
- d. All users of KIMS will be responsible for identifying enhancements, based on deficiencies or other reasons, to both user and global files within KIMS. Changes shall be accomplished by submitting a completed Engineering Support Request (ESR) KSC Form 21-319, as applicable, to the KIMS Configuration Control Board.

Chapter 3. CATALOGING

3.1. ESTABLISHMENT OF MATERIALS (SPARE PARTS) IN THE KSC SUPPLY AND EQUIPMENT SY STEM

This chapter outlines the procedures for using activities in requesting the stockage of new materials (spare parts) in the KSC Supply and Equipment System.

3.2. APPLICABILITY AND SCOPE

This applies to all KSC organizational elements, to their associated contractors to the extent specified in their respective contracts, and to other NASA organizations and other Government agencies located at the KSC who are authorized to receive support from the KSC Supply and Equipment System. It does not apply to the provisioning of ordnances, propellants, modification kits, or to controlled substances, e.g., narcotics and sedative drugs.

3.3. GENERAL PROVISIONS

- a. New items will be added to the KSC Supply and Equipment System as a result of three situations:
- (1) As a result of the provisioning program for KSC systems of equipment.
 - (2) The submittal of a request for stockage by a requiring/using activity.
 - (3) By the J-BOSC contractor based on recurring demands for non-stock items.

- b. The situation pertinent to this directive is the addition of new stock as a result of the submittal of a request for stockage of a requiring/using activity. The following conditions must be met for this to occur.
 - (1) The requester must identify the items requested on a KSC Form 7-49, "Purchase Request," as "recurring" if data equivalent to other requests for stockage is provided.
 - (2) The requester must submit the provisioning document KSC Form 21-412, "Spares Engineering Data Sheet," to the appropriate authority (see paragraph 7, this section). (See Figure 3-1-1.)

3.4. PROCEDURES

The requester:

- a. Submits provisioning documentation or requests for stockage for institutional materials (spares) not related to the SFOC or PGOC to the J-BOSC contractor through the Supply and Equipment Management Officer (SEMO).
- b. Identifies in the "Nomenclature/Descriptive Data" column of the provisioning document or KSC Form 7-181, any item, which represents or contains peculiar material that requires special handling, precautions, shelf life coding or management control, e.g., precious metals, corrosive liquids, or items susceptible to damage due to electrostatic discharge.
- c. Requests for stockage of materials (spare parts) to support the Space Transportation System (STS) and Payload Ground Operations should be submitted to the appropriate KSC contractor per their procedures.

SPARES ENGINEERING DATA SHEET															PAGE _____ OF _____	
3. JN. NO.		4. SYSTEM/ACTIVITY CD		5. SYSTEM/ACTIVITY TITLE		6. SYSTEM/ACTIVITY NO.		7. PROPOSED DATE		11. PROJECT NO.						
8. ITEM		9. ITEM TITLE		10. ITEM NO.		12. ITEM NO.		13. ITEM NO.		14. ITEM NO.		15. ITEM NO.				
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FIGURE 3-1-1
SPARES ENGINEERING DATA SHEET
KSC FORM 21-412

INSTRUCTIONS FOR COMPLETION OF SPARES ENGINEERING DATA SHEET (KSC FORM 21-412)

Complete each block of the KSC Form 21-412 as follows: If a block is not applicable, leave blank.

Block	Block Title	Instructions
1.	TITLE	Spares Engineering Data
2.	SPA NUMBER	Enter the Spares Engineering Data Sheet Document Number
3.	BL NUMBER	Enter the Baseline Number from 79K00579
4.	SYSTEM/FACILITY CODE	Enter the System/Facility Code from 79K01073
5.	SYSTEM/FACILITY RTLE	Enter the System/Facility Title
6.	SYSTEM/FACILITY WUC	Enter the System/Facility Work Unit Code
7.	REVISION NUMBER	Enter the Revision Letter from the data sheet
8.	PMN	Enter the Program Model Number from TR-1287
9.	PMN TITLE	Enter the Program Model Title from TR-1287
10.	PMN WUC	Enter the Program Model Numbers assigned Work Unit Code
11.	PWO/CCN	Enter the Project Work Order or Cost Charge Number
12.	PLSN	Enter the Parts List Item Sequence Number starting with 0001
13.	SFX	Enter the Suffix Letter when inserting a line
14.	IND CD	Enter the Indenture Code for this line
15.	STOCK NUMBER	Enter the National Stock Number, if known
16.	ITEM NAME	Enter the Item Name
17.	ITEM NAME EXTENSION	Enter Item Name Adjectives
18.	SHOP CODE	Enter the Shop Code of the Repairing Shop
19.	CLEAN CODE	Enter the Clean Code, if known
20.	SHLF LIFE	Enter the Shelf Life Code, if known
21.	REPR TIME	Enter the estimated or actual Repair Cycle Time, if known
22.	PROO LD TM	Enter the estimated or actual Procurement Lead Time, if known
23.	COND RATE	Enter the estimated or actual Condemnation Rate, if known
24.	CAL ROD	Enter Code "C", if calibration is required
25.	MCC	Enter NASA Mission Criticality Code, if applicable
26.	U/M	Enter the Procurement Unit of Measure
27.	UNIT PRICE	Enter the estimated Unit Price per U/M
28.	QTY END ITEM	Enter the System Quantity/Enter "Rel" if second or subsequent occurrence of the MPN
29.	SMR CODE	Enter the Source, Maintainability, Recoverability Code
30.	REF DES	Enter the Reference Description applicable to the Engineering Drawing
31.	FIND NO	Enter the Mechanical Find Number or Parts List Find Number
32.	CAGE CODE	Enter the CAGE Code of the Manufacturer
33.	MANUF PART NO	Enter the Manufacturer's Part Number
34.	NHA PART NO	Enter the NASA or Manufacturer's Part Number for the Next Higher Assembly
35.	NASA PART NO	Enter the NASA Part Number
36.	QTY ASSY	Enter the number of times this item is in its NHA
37.	QTY MIN LEVEL	Enter the recommended Minimum Level Quantity
38.	QTY MAX LEVEL	Enter the recommended Maximum Level Quantity
39.	SAME AS PLSN	Enter Original PLSN if second or subsequent occurrence of the MPN
40.	REMARKS	Enter any special instructions, footnotes, etc.
41.	PREPARED BY	Enter the Name, Mail Code and Signature of the Preparer
42.	APPROVED BY	Enter the Name, Mail Code and Signature of the individual approving the sheet
43.	DATE PREPARED	Enter the date prepared
44.	DATE APPROVED	Enter the date approved

FIGURE 3-1-1
SPARES ENGINEERING DATA SHEET PREPARATION INSTRUCTIONS
KSC FORM 21-412

Chapter 4. SPARES/MATERIAL MANAGEMENT

Section 1. REQUISITIONING SPECIAL/CONTROLLED ITEMS

4.1.1. PURPOSE

This section establishes the procedures for identifying items requiring special control and/or authorization for requisition or issue.

4.1.2. APPLICABILITY AND SCOPE

This section applies to all KSC organizational elements, to their associated contractors to the extent specified in their respective contracts, and to other NASA organizations and other Government agencies located at the KSC authorized support per the Base Operations Contract, who request special/controlled items from the KSC Supply and Equipment System.

4.1.3. GENERAL PROVISIONS

- a. Special controls designed to limit the availability of specified items of supply may be requested in coordination with the Inventory Management Section of the J-BOSC and the KSC SEMO. These controls, through use of predetermined codes, may be established or retained for pilferable items, items hazardous to health or safety, items with highly specialized technical application, or for management reasons.
- b. Because placing a stocked item of supply under tightly restricted issue authority inhibits its ready access to other KSC users requests for special issue control coding shall be approved by the SEMO.
- c. The issue of special controlled stock items is effectively blocked by special codes in the Kennedy Inventory Management System (KIMS) pending receipt of a KSC Form 7-49 approved by the designated level of authority. Therefore, requiring individuals and approval control agents should be prepared to accept additional administrative effort and/or delay caused by establishment or perpetuation of special controls.

- d. A two character alpha or numeric code representing the controlling individual or the organizational level exercising release authority for controlled items is recorded into the "Special Control Code" field of the KIMS Inventory Master File. Figure 4-1-1 relates categories of controlled items (examples only), which will require an authorized approval to affect their issue.
- e. Sensitive items, and items categorized as equipment, are issued and controlled as prescribed in Part 5, Section 1, of this directive and are subject to additional control by NASA Equipment Management Systems (NEMS) Control Tags.
- f. Requisitions for non-stock items with the same nomenclature and characteristics as those categorized by Figure 4-1-1 are subject to the same level of approval as stock items.

4.1.1. PROCEDURES

- a. Activity Requesting Establishment of Issue Approval Controls:
 - (1) Division/Branch Manager identifies in writing through the KSC SEMO to the Inventory Management Section of the J-BOSC, the specific items to be controlled, including justification for control.
 - (2) Identifies the period of time the control is to remain in effect.
 - (3) Designates the official as well as designated alternates or the organizational level of authority, authorized to approve issue of the item(s).
 - (4) Annually, reviews the items for which the organization requested issue controls and revalidates the need to continue the special control.
- b. The Inventory Management Section of the J-BOSC:
 - (1) Annually submits an Automatic Data Processing (ADP) listing to the Division/Branch Managers who established the control for review and recommendation to continue or

terminated control(s).

- (2) Establishes appropriate internal controls within the supply system to preclude issue of controlled items without prior approval by the required levels of authority.
- (3) Is responsible for adds, changes, or deletes of special control codes on the KIMS "Special Control Codes Table" as required.

- c. The Requester prepares KSC Form 7-49 for any item assigned a special control code, obtains signature by the approval authority identified in KIMS records, and submits for issue.

NOTE: KIMS terminal operators can provide the identity of the required approval authority by referencing the special control code in the KIMS Special Control Codes Table.

SPECIAL/CONTROLLED ITEMS

APD Components	Knife, Pocket, Electrician
Alcohol, Ethyl	Lettering Sets
Antenna	Light, Desk & Clamp-on Type
Battery, Dry	Lockset, Mortise, Pin & Tumbler
Briefcase, Attaché"	Machine, Embossing
Cable	Mats, Tacky, Floor & Clean Room
Cafeteria Equipment	Methyl Ethyl Ketone (MEK)
Coveralls, Protective	Multimeter & Test Sets
Detector, Head, Fire	NASA Jacket
Dictionary	Official Reference Books
Drafting Instrument Set	(a) 20,000 words &
Dyna-Therm products (exclusive of thermal insulation tape)	(b) "International Thesaurus" (paper back only)
Eraser, Electric	Padlock, Combination Type
Ethylene Glycol	Pen Set, Executive
Fan, Electric, Desk, Hassock Pedestal & Wall Type	Photographic and Reproduction Equipment (including cameras)
Filing Equipment	Rule, Engineer, Slide
Film, Photo Color	Snake Bite Kit
First Aid Kit	Sprayer, Paint, Electric
Flags, (Official Emblem)	Subsistence (Emergency Canned and/or Fresh Provisions)
Foul Weather Gear (Raincoats, parkas, boots, etc.)	
Frame, Picture	Suit, Splash
Furniture, Wood Executive Type	Toxicological Agents
Glass, Furniture Top	Timer, Portable
Gloves, Work, Leather	Timing Meter
Goggles & Spectacles	Transducers
Headset, Handset & Stretch Cords	
Heater, Space, Electric	
Helmet, Construction & Electrical Workers	

NOTE: This listing is not all-inclusive, neither are all items within a category (for example cable) subject to specific controls. It is intended as a guide for determining through the servicing supply point the approval level required to authorize issues.

Figure 4-1-1
Special/Controlled Categories

Chapter 4. SPARES/MATERIAL MANAGEMENT

Section 2. REQUISITIONING EXCESS PERSONAL PROPERTY

4.2.1. PURPOSE

This section provides requirements for requisitioning excess personal property through the KSC Supply and Equipment System.

4.2.2. APPLICABILITY AND SCOPE

This section applies to all KSC NASA and contractor organizations and any other government agencies supported by the J-BOSC when requisitioning excess property.

4.2.3. GENERAL PROVISIONS

- a. The first source of supply for requirements not stocked in the KSC Supply and Equipment System should be the excess system, and it should be utilized by all organizations at KSC to the fullest extent practicable.
- b. The excess property listing is found on the KSC Internal Home Page under Excess Personal Property.

4.2.4. PROCEDURES

Requester checks with J-BOSC Excess, 867-2287 to see if excess item is available. The requester then prepares a KSC Form 7-49, "Purchase Request (Supplies/Equipment or Property Turn-in)," and submits to mail code "Excess."

Chapter 4. SPARES/MATERIAL MANAGEMENT

Section 3. PREPARATION AND PROCESSING OF KSC FORM 7-49, "PURCHASE REQUEST (SUPPLIES/EQUIPMENT OR TURN-IN)"

4.3.1. PURPOSE

This section outlines responsibilities and provides procedures for the preparation and processing of KSC Form 7-49 "Purchase Request (Supplies/Equipment or Property Turn-in)," and identifies the kind of items that require its use.

4.3.2. APPLICABILITY AND SCOPE

This section applies to all KSC organizational elements and to their associated contractors to the extent specified in their respective contracts is authorized support per the Base Operations Contract. It also applies to other NASA organizations and other Government agencies located at the Kennedy Space Center and authorized to receive support from the KSC Supply and Equipment System under the above contractual clause for items that meet one of the following criteria:

- a. Obtainable from excess at KSC or other installations
- b. Designated as controlled equipment or controlled item.
- c. Non-stock listed items.

4.3.3. GENERAL PROVISIONS

- a. Requisitions will be restricted to items falling within a single Federal Supply Group except for those items, which are to be procured from a single source on a noncompetitive basis. All items to be procured in this manner may be placed on the same KSC Form 7-49 or KSC Form 7-49A.
- b. Federal specifications should be identified where applicable. When a specification is cited, all amendments or revisions thereof should be identified. A purchase description may be used in lieu of specifications when specifications are not applicable and it would be impractical or uneconomical to prepare such specifications.

NOTE: If the item is determined to be a continual requirement, specifications and/or alternate sources should be developed.

- c. Purchase descriptions will not be submitted to specify a products, or a particular feature of a product, peculiar to one manufacturer and thereby preclude consideration of a product manufactured by another company unless it is determined the particular feature is essential to the governments requirements, and similar products of other companies lacking the particular feature would not meet the minimum requirements for the item. Any item which has been determined to fall within this criteria must be accompanied by a sole source justification for items valued up to \$100,000 and for commercial items up to \$5 million, or a Justification for Other than Full and Open Competition (JOFOC) for non-commercial items over \$100,000 and commercial items over \$5 million, or if under \$25,000, a short statement on the purchase request justifying sole source.
- d. Purchase requests which are submitted by brand name will include make or model number, or other appropriate nomenclature by which the product is offered for sale to the public by the particular manufacturer, producer, or distributor.

NOTE: "Brand name or equal" purchase descriptions should set forth those salient physical, functional, or other characteristics of the referenced products, which are essential to the needs of the government. Where compatibility or interchangeability of parts is required, such a requirement should be specified. Bids or proposals offering an "equal" cannot be rejected for failure to provide a characteristic of the specified brand that has not been listed as required salient characteristics. Purchase descriptions should contain the following information to the extent available and include such other information as is necessary to describe the item required:

- (1) Complete common generic identification of the item required.
- (2) Model, make, or catalog number for each brand name product referenced, and identify one of the commercial catalogs in which it appears.
- (3) Name of manufacturer and address if company is not well known. Where feasible, all known acceptable brand name products and model/part numbers should be referenced.

- e. The KSC Form 7-49 must always be used for all purchases of end items of supply or Equipment, even when the items are to be provided as part of a service. Under no circumstances will purchases of end items of supply/Equipment be requested on a KSC Form 19-33, "Procurement Request," which is to be used for acquisition of services (including construction and A&E).
- f. Signatures on the KSC Form 7-49 should always remain within the designated blocks on the form and shall not overflow onto other areas of the form.

4.3.4 PROCEDURES

a. The Requester:

- (1) Prepares KSC Form 7-49 as illustrated in Figure 4-5-1 and in accordance with requirements contained in Figure 4-5-2.

NOTE: When additional writing space is required prepares a KSC Form 7049A (Continuation Sheet), and attaches it to the KSC Form 7-49.

- (2) Obtains the necessary approval for special/controlled items as outlined in Part 4, Section 2 of this directive.
- (3) Verifies all requests for office furniture and furnishings comply with the requirements contained in Part 5, Sections 3 and 4 of this directive.
- (4) Identifies all Shuttle flight-critical hardware and Shuttle safety-critical ground support Equipment.
- (5) Prepares a detailed justification in block 23 of the form to include the name of the project for which the item is requested, project/test number, location, and any other type of information that might be helpful to the buyer.

- (6) Prepares also, when applicable, a sole source justification or Justification for Other than Full and Open Competition (JOFOC) as prescribed in the Federal Acquisition Regulation, for procurement of supplies/equipment or services from one person or firm, to the exclusion of all others. For purchases under \$25,000, inserts a short statement justifying a sole source. The JOFOC or statement must specify manufacturer or company product and not local supplier or company representative.
- (7) Annotates conspicuously on the face of the KSC Form 7-49 when requesting leased Equipment: "LEASED EQUIPMENT," and the duration of the lease.
- (8) Annotates on the KSC Form 7-49 the Activity ID Code.
- (9) Draws a hyphenated line after the last item as illustrated in Figure 4-5-1, with the words "LAST ITEM" to preclude unauthorized additions to a previously approved request.
- (10) Attaches the ages of the drawing, which illustrate the specific characteristics of the item when a request references a NASA drawing.
- (11) Annotates block 19 of the form with the name and organization of the technical contact (user) even when it is the same person as the requester. Ensures the technical contact determines the proper testing requirements and annotates the form accordingly.
- (12) Responds to the J-BOSC Cataloging Section, requests for acceptance of similar items appearing in KSC and GSA Stock Catalogs, Defense Logistics Service Center (DLSC) Distribution Data, or GSA Federal Supply Schedules and provides justification for waiver from this requirement. (Personal preference and subjective evaluations are not acceptable as sufficient justification for a waiver.)

b. The Property Custodian:

- (1) As the person responsible for all controlled equipment in the property management area, reviews the KSC Form 7-49 from the standpoint of Equipment needs in the organization and ensures the form is filled out properly.
- (2) Signs the KSC Form 7-49 in the proper space and obtains the signatures of the appropriate approval authorities in the organization (Section, Branch or Division Chief, or contractor equivalent). The property custodian's signature is mandatory.
- (3) Forwards the form to the appropriate Equipment manager.

c. Supply and Equipment Office:

- (1) After the applicable Equipment Manager and the resources management officer have signed their approval, reviews the KSC Form 7-49 for compliance with the requirements of this procedure. This review should include but not be limited to the following:
 - (a) Ensures all proper approval signatures have been obtained and are in the correct blocks on the form. This should include the Equipment Manager, property custodian, and branch/division chief.
 - (b) Verifies the proper custodian account number is being used and that it corresponds correctly to the requester.
 - (c) Verifies the "Ship To" address (block 3) is correct.
 - (d) Verifies the appropriate stock class is being utilized.
 - (e) Review the KSC Form 7-49 in general to verify that it is properly filled out.
- (2) Rejects all KSC Forms 7-49 are not properly completed and returns the form to the person responsible for completing the portion that is improperly executed. Marks the portion of the form in question and circles on the

information sheet the portion that has not been completed properly.

- (3) Reviews and ensures that equipment requests over \$1000 or more in acquisition value are processed through the NEMS Reutilization System in accordance with Part 5, Section 2, of this directive.
- (4) Obtains cataloging and NEMS reutilization screening support from the J-BOSC before forwarding the form on to the Procurement Surveillance Section.

d. The Procurement Surveillance Section:

- (1) Reviews the KSC Form 7-49 for compliance with procedures.
- (2) Verifies the appropriate testing has been requested by the technical contact (see block 19) and assigns an appropriate quality code based on the required testing.

e. The Financial Management Office certifies the appropriate funds are available for the procurement.

f. The Management Support Office enters the PR into the procurement ADP system.

g. The Procurement Office:

- (1) Ensures all procurement requests received have been properly reviewed, and that required documentation is attached.
- (2) Determines if the requisition can be procured within the required delivery date or if approval for an extension from the requester is needed.
- (3) Coordinates with the technical contact requests for emergency procurement that cannot be procured within the required delivery date.

NOTE: The Technical contact (user) decides whether or not to cancel the requirement or accept the longer schedule.

- (4) Initiates procurement action and provides status, upon request, to the requester during the solicitation cycle of procurement.

PURCHASE REQUEST (SUPPLIES/EQUIPMENT OR PROPERTY TURN-IN)									
ORGANIZATION CODE		FROM:		SHIP TO:		PR		PAGE 1 OF	
LOGS 10		Sally Jones Logistics Operations		EQSAG Florida/Receiving MB-744 KSC FL 32299		4082-4001		PRIORITY DS	
DELIVER TO NAME Sally Jones		ORD. LC-G		DATE 3/23/98		REQUESTED DATE 3/31/98		REQUIRED DATE 4/30/98	
APPROVAL AUTH. PURCHASER		ORIG.		DATE		HAND RECEIPT		ACCOUNTING CODE (FUND)	
APPROVAL AUTH. DEPT/SEC		ORIG.		DATE		ROOM 3850			
APPROVAL AUTH. BR/BN		ORIG.		DATE		PHONE 867-4356			
EQUIPMENT MANAGER		ORIG.		DATE		BUDGETED SOURCE			
PROG. CONTR. RESOURCE MGMT.		ORIG.		DATE		Office Depot Phone 1-800-635-6900, Fax 1-800-485-5010			
PROPERTY OFFICER		ORIG.		DATE		CONTROLLED PROPERTY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
RELIABILITY		ORIG.		DATE		ON REPRESENTATIVE			
		ORIG.		DATE		ORGANIZATION			
		ORIG.		DATE		SIGNATURE			
		ORIG.		DATE		VERIFICATION/FUNCTIONAL REQ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
		ORIG.		DATE		TECHNICAL CONTACT/ORGANIZATION			
		ORIG.		DATE		BUDG.			
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PREPARATION INSTRUCTIONS FOR KSC FORM 7-49

1	Mandatory entry for the Organization Supply Code Number.	17a	For Property and QA Use Only
2	Enter Name, Organization and Phone Number of Requester	*7b	For Property and QA Use Only
3.	NASAC/Contractor — Enter Supply Warehouse, Receiving, Building MB-744	18	Check appropriate block
4	Enter PR (Purchase Requisition) number requesting supplies, equipment or material. If the PR number is not available, enter the Julian Date and a number from preassigned block. EG&G. Contact Material Control Section	19	Name, Mail Code and Phone Number
5.	NASA. Leave blank if no block of PR numbers are assigned		When requesting technical equipment, check the appropriate box whether a Functional or Verification Test is required upon receipt of the equipment
	Enter the appropriate Priority Code (See NASA/BOC Priority Code Instructions, KHB 4000.1B Part 1, Section 4, Figure 1-4-1 and BOC 83 970-02).		Note: This item is extremely important for delivery, accountability and testing of material.
		20	Assign a number for each major item. — NOT TO EXCEED 25 items
		21	National Stock Number (NSN) or Stock Class
		22	Enter description and salient characteristics — double space each line item. On the second line, enter the complete description, manufacturer model number and lot accessories (SEE ATTACHED EXAMPLE)
			Equipment with an acquisition cost of \$500 or more must be reported to BOC Property Management Branch, NASA Property Branch.
			Equipment is defined as an item that will not be expended, consumed or lose its identity when issued. Personally attributable items i.e., calculators, cameras, etc. with a cost of less than \$500 must also be reported to the respective Property Management Branch.
			NOTE: BOC PRs over \$500 must be submitted for approval to Resource Management PRIOR to processing through Cataloging. (See Block 16.)
		23	Unit of issue. EXAMPLE: Box (BX), Dozen (DZ), Each (EA), etc
		24	Enter quantity required for each line item
		25	For Logistics Use Only
		26	Enter estimated cost for each item and accessories
		27.	Enter extended cost for each item. Below the last item, enter the grand total
		28.	Complete justification for procurement of all items is required when a Sole Source (Noncompetitive Procurement) is requested, enter "SOLE SOURCE" followed by a complete justification and requester's signature. Priorities must also be justified
		29	For Procurement Use Only.
		30	For Finance Use Only.
		31.	For Supply Use as appropriate
			NOTE: For detailed instructions, see KHB 4000.1

6.	Enter the Page Number of each page		
7	Enter Requested Date		
8	Enter Requested Date. NOTE: 0 THROUGH 13 IS DELIVERY POINT.		
9	Enter Deliver To Name and Organization		
10	Enter Date.		
11.	Enter User's Phone Number.		
12.	Enter User's Building Number.		
13	Enter Room Number of User.		
14	HRA Number is required for all capital and sensitive equipment		
15	NASA: Applicable RMO or Equipment Manager will enter code.		
	BOC: Job Number and Department Supply Code.		
16.	Enter all required signatures in the approval blocks only		
17.	Enter known vendors, manufacturers, phone number, cities and states or facilities. (Not to be construed as a "Sole Source of Procurement")		

FIGURE 4-3-2
PURCHASE REQUEST PREPARATION INSTRUCTIONS
KSC FORM 7-49

Chapter 5. EQUIPMENT MANAGEMENT

Section 1. CONTROLLED EQUIPMENT ACCOUNTABILITY AND CUSTODIAL MANAGEMENT

5.1.1. PURPOSE

This section provides the requirements for establishing and maintaining physical control and accountable records for NASA-owned controlled equipment.

5.1.2. APPLICABILITY AND SCOPE

This section applies to all KSC organizational elements, to their associated contractors to the extent specified in their respective contracts and to other NASA organizations and other Government agencies located at the KSC and the KSC Vandenberg Landing Site (VLS) Resident Office, at Vandenberg Air Force Base, California. The provisions of Part 45 of the FAR and Part 18-45 of the NASA FAR Supplement will cover NASA-owned Equipment that is accountable by the KSC self-supporting contractors.

5.1.3. GENERAL PROVISIONS

- a. The NASA Equipment Management System (NEMS) will be utilized at KSC to identify, account for, and control NASA equipment.
- b. Documentation and processing requirements for equipment on loan, or temporary removal of equipment from KSC are detailed in Part 5, Sections 7 and 9 of this directive.
- c. An equipment control tag or other marking will be affixed to each unit of controlled equipment. There are three different equipment control tags that will be used for tagging. These three tags are: the NASA equipment Control Number Tag, the NASA equipment Loan/Lease Control Tag - L, and the NASA Mini-Tag. All controlled equipment will be tagged with one of these tags during the in-checking function. Equipment that is not conducive to the application of tags may have the equipment control number etched on the equipment or may be card tagged. KSC controlled equipment to be tagged is as follows:
 - (1) All capital equipment.
 - (2) All non-capital equipment.

- (a) With an acquisition cost of \$1000 or more per unit;
 - (b) With an estimated service life of 2 years or more;
 - (c) Which will not be consumed in an experiment, and;
 - (d) Selected items of equipment identified and designated as sensitive by the KSC SEMO for control on the basis of special criteria or the need for additional safeguards due to their pilferage nature or the possibility they may be hazardous.
- (3) Each system or subsystem, or part of a subsystem which meets the criteria for control and is supplied as a unit of controlled equipment on an acquisition document if:
- (a) Component equipment items of the system or subsystem are interchangeable.
 - (b) Component equipment items may be transferred as is for use in a dissimilar system.
 - (c) Spare component equipment items are held for replacement of like component Equipment items. Systems not identified to the component equipment item level on acquisition documents will be tagged at the component equipment item level, as appropriate, with the aid of technical personnel, except when identified as an Line Replacement Unit (LRU) in KIMS.
- (4) Each item of non-controlled Equipment (items of equipment not designated as sensitive which have an acquisition cost of less than \$1000) will be affixed with a NASA Form 1517 (Property of U.S. Government) decal upon receipt at KSC. This is a requirement for all self-sufficient contractors at KSC.
- d. NASA or contractor personnel hand-carrying controlled equipment from other installations will ensure that a transfer document and/or a properly documented loan agreement accompany the equipment. The documentation will be sent along with the equipment to the property custodian immediately upon arrival at KSC. The property custodian will then notify the NEMS Equipment Manager for tagging and control.

- e. The KSC SEMO or designee will be the only authority to approve transfers and hand carrying of KSC controlled equipment to other NASA Installations. The Industrial Property Officer shall approve contractor accountable property.
- f. Minimum qualifications to be considered when appointing individuals as property custodians/alternates are:
 - (1) Employed by NASA or contractor organizations in a stable assignment. Property custodians are designated for each property management area by the head of the organization concerned, usually the division/chief, with the concurrence of the SEMO or designee.
 - (2) Familiar with NASA/KSC property accounting regulations and procedures.
 - (3) Capable of maintaining accurate property records.
 - (4) Physically assigned in close proximity to the property management area (when feasible) and capable of maintaining a continuous surveillance of the property management area to ensure equipment is used for official purposes only.
 - (5) Knowledgeable and capable of recognizing and identifying the property in the property management area and available for this service during physical inventories. This includes recognizing and reporting missing, untagged, and/or unneeded equipment.

NOTE: The responsibilities of a property custodian cannot be delegated.

- g. Loaned/leased equipment will be controlled/tracked as follows:
 - (1) Loaned/leased Equipment received and installed at KSC will be processed through receiving. NEMS Control will process the equipment in NEMS to establish controls on the Equipment.
 - (2) At the time of receipt the equipment will be tagged with a Loan/Lease serialized tag number.

- (3) When a leased item is converted to purchase, the lease record will be deleted with a remark that it went from lease to purchase. The lease tag will be replaced with an appropriate NASA equipment control tag and the item re-entered in NEMS as NASA owned equipment.
- h. NASA or contractor personnel who bring personal/corporate owned property on-site for the purpose of accomplishing their assigned duties must report the property to the applicable property custodian with the following information:
 - (1) Item name
 - (2) Date brought on-site
 - (3) Model number
 - (4) Serial number
 - (5) Manufacturer's name
 - (6) Owner
 - (7) Location

The property custodian will then forward the information to NEMS Control who in turn will issue a Personal Property Tag that must be attached to the property. Personal/corporate owned property found untagged during inventories and reviews will be considered found on station and a NASA Form 1618, "Found on Station (FOS) equipment Investigation," will be processed and the property picked up on Government property records. The owner must present proof of ownership (sales receipts, invoices, etc.) or the property will be considered as Government property.

5.1.4. RESPONSIBILITIES

- a. The KSC SEMO establishes controls and maintains records of all KSC Controlled equipment including equipment located at the Cape Canaveral Air Station and the KSC VLS Resident Office at Vandenberg Air Force Base, California, via the NASA Equipment Management System (NEMS).
 - (1) Appoints a KSC NEMS Equipment Manager, and periodically evaluates the NEMS Equipment Manager's policies and procedures.

- (2) Directs special inventories as appropriate.
- (3) Ensures the KSC Property Survey Officer and KSC Property Survey Board are appointed and fully informed of their duties.
- (4) Approves transfer documents prepared by the NEMS Equipment Manager transferring KSC controlled equipment to KSC contractors, NASA Centers, other authorized Government agencies or other authorized agencies/institutions. The appropriate authority at that location will prepare the transfer documents required for equipment physically located at the KSC VLS Resident Office, Vandenberg AFB, California.
- (5) Assures that controlled equipment is placed under continuing physical and financial controls, including real property installed equipment meeting the criteria for controlled equipment, when dropped from the records of the Real Property Officer.
- (6) Assists divisions/office chiefs, or equivalent contractor organization heads in establishing property management areas and selecting qualified property custodians, providing assistance visits, audits, and on-the-spot requirements.
- (7) Returns a copy of the request for the appointment of property custodian/alternate to the originator after concurrence or non-concurrence action is taken.
- (8) Assists the appointed property custodians in carrying out their assigned responsibilities and provides them with a periodic listing of the controlled equipment for which they are responsible and a NASA Form 1602 for each item.
- (9) Processes Survey Reports submitted by division/office chiefs or equivalent contractor organization heads for damaged, lost, or destroyed controlled equipment.

- (10) Is responsible for tagging Equipment brought by other than FAR 45-5 (non-self supporting) contractors to be reimbursed by NASA. The equipment is to be tagged before leaving the contractor's shipping/receiving area. Equipment received at the J-BOSC central warehouse will be tagged by the Base Operations Contractor for Supply and Equipment Office under the terms of the contract. In the case of direct shipments to the customer, the Base Operations Contractor will tag equipment at that location when needed.
- (11) Reviews and audits, at least annually, the equipment records of all property custodians. Provides the property custodians and their supervisors with written results of the audits including any recommended corrective actions, which may be required. Where non self-supporting contractor personnel are custodians, copies of the audit will be provided to the Contract Technical Monitor (CTM) and/or contracting officer.

b. The NEMS Equipment Manager:

- (1) Establishes appropriate controls and maintains adequate records for all NASA controlled equipment at KSC in accordance with federal property laws and NPR 4200.1 (as revised) "Equipment Management Manual."
- (2) Controls global changes to the NEMS data base. A global change will change all records for the specific data elements selected. It is restricted to the NEMS Equipment Manager's use.
- (3) Controls record data changes, which result in changes to one or more data element in a single record. It is restricted to the NEMS Equipment Manager's use.
- (4) Determines items, which will be designated for control as sensitive equipment and develops the triennial and sensitive item inventory schedule.
- (5) Identifies, categorizes, classifies, and codes all existing and newly acquired equipment.

c. Division/Office Chief, or Equivalent Contractor Organization Heads:

- (1) Designate property management areas within their respective organization in coordination with the KSC SEMO.
- (2) Designates, with the concurrence of the KSC SEMO, property custodian/alternates for each designated property management area as follows:
 - (a) NASA property custodian functions at KSC will not be assigned below the "first line" supervisory level. Exceptions may be granted through written requests with justification, sent to the KSC SEMO.

NOTE: The responsibilities of property custodian cannot be delegated.

- (b) Letters requesting appointment of property custodians/alternates for NASA organizations for newly created management areas will be prepared as illustrated in Figure 5-1-1.
- (c) NASA request to change property custodians/alternates to already established property custodian accounts is illustrated in Figure 5-1-2.

NOTE: Forward letters directly to the SEMO for concurrence or nonconcurrence. Action copy will be returned to the originator.

- (d) Contractor organizations using installation-provided equipment will prepare requests for appointment of property custodians/alternates for newly established property management areas as outlined in Figure 5-1-3.
- (e) Contractor organizations using installation-provided equipment will request changes of property custodians/alternates to already established property custodian accounts as outlined in Figure 5-1-4. Forward requests to the technical manager or contracting officer for concurrence who in turn will route the request to the KSC SEMO for approval. A

copy will be returned to the originator.

- (3) Ensure that transfer, loan, or appropriate accountability documentation is routed to Supply and Equipment Office when controlled Equipment is fabricated, or when it has not been received through J-BOSC Receiving, but is received directly from other NASA Centers or activities, as in the case of direct shipments or hand carried Equipment, or when experimental equipment configurations meet the criteria for controlled equipment. Documentation will include copies of Support Requests, Work Orders, Loan Agreements, and/or a signed DD Form 1149 acknowledging receipt of the fabricated/transferred equipment. An information receipt document will be input into NEMS and will include but not be limited to the following:
 - (a) Person to whom consigned, organizational code, and hand receipt account number.
 - (b) Description of equipment including item name, manufacturer's name or code, model number, and serial number, if assigned.
 - (c) Acquisition cost.
 - (d) Federal Supply Class (FSC).
 - (e) Work Order, Support Request, or Document Control Number.
 - (f) Location of equipment (room and building numbers).
- (4) Maintain close surveillance of the property management area(s) under supervision and, in conjunction with the property custodian, perform, at least annually, a walk-through inspection of all offices, laboratories, and shops, both on site and off site. Surveillance is done to ensure that equipment is being used for official purposes only, that turn-in of items no longer required is accomplished, that scheduled maintenance is being performed on time, that calibration is up to date, and all Equipment in the NEMS Reutilization File is assigned the proper status code. Prepares a Memorandum for Record covering the results of the walk-through inspection and forwards a copy to the KSC

SEMO, a copy to the applicable Equipment Manager, and retains one copy for file.

- (5) Ensure that each individual in the organization is aware of his/her responsibility for government property as follows:
 - (a) The proper use, care and protection of all property under his/her control.
 - (b) Verifying that property is used only for official business.
 - (c) Identifying to the property custodian equipment not actively used in pursuit of approved NASA programs and projects.

d. The Directorate Custodian Coordinator

The Directorate Custodian coordinator should include but not be limited to the following:

- (1) The point of contact between Supply and Equipment Office and individual directorates. The Point of Contact within the directorate and property custodians.
- (2) Provide assistance to custodians when preparing paperwork for equipment documentation, e.g., Found on Station, Cannibalization, and Shipping Requirements.
- (3) Coordinate and assist in property custodian training of new custodians/alternates.
- (4) Review and approve property survey reports and inform Director prior to being forwarded to Supply and Equipment Office. Ensure recommendations or required actions are completed relative to Property Survey Reports.
- (5) Serve as the point of contact for scheduling and completing annual management equipment walk-through inspections.
- (6) Keep directorate management informed of property management issues affecting their organization.

e. The Property Custodian:

- (1) Maintains the records (including NASA Forms 1602, "NEMS Transaction Documents") and controls equipment located in his/her assigned property management area, as outlined in NPG 4200.2, as revised, "NEMS User's Guide for Property Custodian."
- (2) Continues surveillance over their assigned property management area to ensure that equipment is used for official purposes only.
- (3) Reports untagged controlled Equipment (including fabricated Equipment) found in their assigned property management area to the KSC SEMO. Also, assists in the research required to identify and document on a NASA Form 1618, "Found on Station (FOS) Equipment Investigation," the circumstances relating to the untagged items that were found on station.
- (4) Assists the inventory team in performing the annual and triennial inventories and makes records available for these inventories of controlled equipment and property records audits.
- (5) Identifies and reports any controlled equipment no longer needed in their property management area.
- (6) Accompanies division/office chief or equivalent contractor organization head during annual walk-through inspections.
- (7) Reports immediately to Supply and Equipment Office, leased/rental Equipment received directly from the supplier. Reports to NEMS Control, any changes affecting the status of leased/rental equipment on their accounts.
- (8) Establishes the following special controls for sensitive items as individually identified in the property custodian records by the KSC SEMO (Figure 5-1-7):
 - (a) Assigns sensitive items to an individual user whose name will be entered on the control record.
 - (b) Ensures that sensitive items are locked up and serviced when not in use.

- (c) Ensures that sensitive items are not loaned out of possession or control of the person to whom they are assigned, unless the property custodian is notified.
 - (d) Revalidates all loans of sensitive items every 30 calendar days.
 - (e) If a sensitive item in the custodian's management area is found missing during an unannounced inventory and is not on documented loan the property custodian must produce the item within 24 hours or a Survey Report must be turned in.
- (9) Verifies annually, as of October 1, on KSC Form 26-414 NS, the special controls as indicated in paragraphs 7c(6) (a) through (e) above have been established and the all sensitive items are accounted for on the listing provided by the KSC SEMO.
 - (10) Releases equipment for transfer through NEMS reutilization, when notified by Supply and Equipment Office, after previous approvals by the applicable Equipment manager has been obtained.
 - (11) Initiates and submits in conjunction with the individual who last had possession of the property, NASA Forms 598, "Survey Report," for lost, damaged, or destroyed government property.
 - (12) Submits requisitions, KSC Form 7-49, to Supply and Equipment Office when requesting controlled equipment from other NASA Installations or other Government agencies. When an item is being acquired through NEMS reutilization, submits the request within two working days after the item has been frozen for KSC acquisition.
 - (13) Turns in controlled equipment that is not required in the property management area.

- (14) Obtains written approval from the appropriate Equipment Manager and the KSC SEMO prior to any action that would transfer accountability (via NASA Form 1602) or change the configuration of any controlled Equipment (via a letter signed by the division/office chief or equivalent contractor organizational head, or a NASA Form 1617 in cases of cannibalization).
 - (15) Reviews, reconciles, and accomplishes certification of the following standard NEMS reports as outlined in Part 5, Section 3, of this directive:
 - (a) Custodian Monthly Transaction Report, No. 020.
 - (b) Semiannual Custodian Account Property Report.
 - (16) Attends the mandatory property custodian initial training course and the refresher course which is offered once a year.
 - (17) Conducts an inventory with the gaining/losing custodian when the account is being transferred and produces the appropriate certification.
 - (18) Signs the KSC Form 7-582, acknowledging receipt of the equipment, and returns the form to the J-BOSC Property Administrator.
- f. The Accounting Control, Reporting & Property Accounting Branch:
- (1) Records receiving reports for capitalized equipment.
 - (2) Accomplishes a monthly capital Equipment reconciliation between the receiving reports recorded in financial property records and the NEMS transaction register listing. Notifies the SEMO immediately of any discrepancies encountered during reconciliation.

5.1.5. PROCEDURES

a. Acquisition and Receipt of Controlled Equipment at KSC:

- (1) A KSC Form 7-582 (Figure 5-1-6) will be utilized as the data input (receiving) document for all incoming controlled equipment.
- (2) At the time of receipt, whether in the contractor's shipping/receiving area or direct shipment to the customer, all equipment deemed to be controlled equipment will be tagged by the J-BOSC for Supply and Equipment Office with an appropriate equipment control tag.
- (3) At the time of tagging, a KSC Form 7-582 will be completed for each item that is tagged with all the information needed gained from the contract, shipping document, and the equipment itself.
- (4) J-BOSC will enter this data into NEMS and establish record for accountability. A computer generated NASA Form 1602, is then forwarded to the property custodian to serve as his/her equipment record.
- (5) J-BOSC will forward a copy of the KSC Form 7-582 with a copy of the copy of the contract to the property custodian for his/her signature accepting property and to obtain user's signature.

NASA Form 1602 is then forwarded to the property custodian to serve as his/her equipment record.

- (6) One copy of the KSC Form 7-582 and one copy of the contract for Equipment equal to or greater than \$5,000 are forwarded to the General Accounting Branch, Financial Management Office, Comptroller, for release of finances to the vendor.
- (7) One copy of the KSC Form 7-582 and contract will be retained by Supply and Equipment Office for audit purposes.

SAMPLE

TO: TA-E1/Supply and Equipment Management Officer

FROM: YA-D2/Branch Chief, Projects Control Office

SUBJECT: Appointment of Property Custodian and Alternate(s) for the Controlled Equipment Management Area in Building M7-409

As outlined in KHB 4001.1, Part 5, Sections 1, the individuals listed below have been appointed to assume the responsibilities of Property Custodian and Alternate(s) for the recently created controlled equipment management area in Building M7-409

PROPERTY CUSTODIAN

NAME: Robert S. Doe
Projects Control Office, YA-D2 Signature _____
Building M7-409 ,Room 216
Telephone 867-2598/Fax 867-2332

ALTERNATE(S)

NAME: John L. Doe
Projects Control Office, YA-D2 Signature _____
Building M7-409, Room 221
Telephone 867-3133/Fax 867-2332

Raymond A. Doe

Concur: _____
Rebecca M. Denis

SAMPLE

TO: TA-E1/Supply and Equipment Management Officer

FROM: TA-D2/Branch Chief, Electrical and
Instrumentation System Branch

SUBJECT: Appointment of Property Custodian and Alternate(s) for Hand Receipt
Account #464

As outlined in KHB 4000.1, Part 5, Section 1, the
individuals listed below have been appointed to assume the responsibilities of
Property Custodian and Alternate(s) for Hand Receipt Account #464 as of this date.

PROPERTY CUSTODIAN

NAME: Freddie J. Doe
Electrical and Instrumentation
Systems Branch
Building M6-339, Room 112
Telephone 867-3361/Fax Number

Signature _____

ALTERNATE(S)

NAME: Mary B. Doe
Electrical and Instrumentation
System Branch
Building M6-339, Room 305
Telephone 867-2255/Fax Number

Signature _____

Bernard L Doe

Concur: _____
Rebecca M. Denis

SAMPLE

TO: TA-E1/Supply and Equipment Management Officer
THRU: VO-CMR/Contract Technical Manager

FROM: ZK-22/General Manager, Rockwell International
Corporation

SUBJECT: Appointment of Property Custodian and Alternate(s)

As outlined in KHB 4000.1, Part 5, Section 1, the individuals listed below have been appointed to assume the responsibilities of Property Custodian and Alternate(s) for the recently created controlled equipment management area in Building M7-505.

PROPERTY CUSTODIAN

NAME: Donald D. Doe
Avionics System Engineers, ZK-20
Building M7-505, Room A-22
Telephone 867-1312/Fax Number
Signature _____

ALTERNATE(S)

NAME: Edward W. Doe
Avionics System Engineering, ZK-20
Building M7-505, A-50
Telephone 867-1812/Fax Number
Signature _____

Arnold C. Doe

Joseph J. Doe
Contract Technical Manager
Contract Technical Management and Resource Office

Concur: _____
Rebecca M. Denis

SAMPLE

TO: TA-E1/Supply and Equipment Officer
THRU: DD-MED-4/Contract Technical Manager

FROM: MMC-1/Director, KSC ET Operations, Martin Marietta Aerospace

SUBJECT: Appointment of Property Custodian and Alternate(s) for Hand Receipt
Account #316

As outlined in KHB 4000.1, Part 5, Section 1, the
Individuals listed below have been appointed to assume the responsibilities of
Property Custodian and Alternate(s) for Hand Receipt Account #316 as of this date.

PROPERTY CUSTODIAN

NAME: Louis E. Doe
Project Engineering Branch, MMC-21
VAB, ROOM 6KB
Telephone 867-2374/Fax Number
Signature _____

ALTERNATE(S)

NAME: Charles D. Doe
Shuttle Processing section, MMC-16
VAB, Room 6KB
Telephone 867-2122/Fax Number
Signature _____

Eugene D. Doe

Carl L. Doe
Chief, Project Control Office
Shuttle Project Office

Concur: _____
Rebecca M. Denis

SENSITIVE ITEMS

*AUTOMATED DATA PROCESSING EQUIPMENT (ADPE) which includes the following: DRIVES, DISK MONITORS PRINTERS TERMINALS COMPUTERS, ALL MICRO, (including laptops and other portables, except mainframe and mini systems)	PORTABLE ELECTRONIC TEST EQUIPMENT
	*RADIOS, RECEIVERS, AND TRANSCIVERS
	*RECORDERS, VIDEO
	SCUBA EQUIPMENT e.g., Regulators and Tanks
	TELESCOPES (Portable)
*CAMERAS, ALL	
	*TELEVISIONS
*ENVIRONMENTALLY HAZARDOUS DEVICES	
LAWN EQUIPMENT (\$250) e.g., Blowers, Edgers, Mowers, Weed Eaters (gas and electric), Chainsaws (gas and electric)	TOOLS (Electric and Pneumatic)
	VACUUM CLEANERS
MEASURING DEVICES (\$250) e.g., Barometers, Multimeters, Tachometers, Voltmeters	*WEAPONS, ALL FORMS, (regardless of acquisition value)
MICROSCOPES	
MODELS (\$100) (Displays, Exhibits, Artifacts)	
OSCILLOSCOPES AND PLUG-INS	
*PLAYERS, VIDEO CASSETTE	
PLOTTERS	

ALL ITEMS CONTROLLED AT \$500 UNLESS OTHERWISE SPECIFIED ABOVE

*** MANDATORY BY NASA HEADQUARTER**

PART 5

Chapter 5. EQUIPMENT MANAGEMENT

Section 2. NASA EQUIPMENT MANAGEMENT SYSTEM EQUIPMENT REUTILIZATION

5.2.1. PURPOSE

This section provides procedures and assigns responsibilities for the processing and screening of the NASA Equipment Management System (NEMS) for availability prior to purchase, in order to utilize existing Equipment inventory in lieu of new acquisitions.

5.2.2. APPLICABILITY AND SCOPE

This section applies to all KSC organizational elements, to their associated contractors to the extent specified in their respective contracts and to other NASA organizations and other Government agencies located at the KSC. It covers KSC owned and lease controlled Equipment under the control of NASA, the J-BOSC, and contractors supported by NASA via the J-BOSC, are accounted for in NEMS.

5.2.3. REFERENCE

NPR 5100.4, (as revised) "NASA/FAR Supplement"

5.2.4. GENERAL PROVISIONS

- a. NEMS provides the latest information about all items of equipment held by NASA Installations valued at \$1000 or more. The basic mechanism for screening NEMS is by on line terminal access for NASA Installations and, in selected cases, by monthly microfiche for NASA contractors are not on line.
- b. Assignment of status code letters will be done on all item entries into NEMS for the purpose of providing visibility, within NEMS, of the availability of particular items. Accuracy in classification of equipment status is important in order to facilitate optimum Equipment reuse consistent with program requirements and priorities. The basic status code classifications to be used in NEMS are as follows:

(1) Status Code A - Active

Status Code A is assigned to items of equipment that are in use and required in the performance and/or support of an approved NASA program or project. Items in this classification are not normally considered available for redistribution, though the holding installation/organization may make loans when requested. Equipment classified as Code A may not necessarily be in continuous use, but they may be assigned an active role integral to program need, e.g., launch vehicle ground support equipment, machine shop equipment, test simulators, etc.

(2) Status Code B - Inactive Assigned

Status Code B is assigned to items of equipment are not being actively used in a project, but are being held in reserve or otherwise retained for an approved program or project, e.g., Apollo Equipment retained for the Shuttle. Status Code B items will be included in the NEMS screening program of inactive items and will be screened for redistribution by potential users. Transfers, however, will only occur with the approval of the holding installation/organization. Items classified as Code B are as follows:

- (a) Equipment being retained for a firm future program or project identified to a specific requirement, the planning of which has been approved by a KSC Director.
- (b) Equipment available for transfer from Equipment pools.
- (c) Equipment held in program support storage by operational organizations when the organization retains accountability.
- (d) Equipment on loan subject to recall.
- (e) Equipment being used under interagency use agreements subject to recall.
- (f) Contractor-held equipment being used under interagency agreements approved by the

contracting officer for use on other Government work.

- (g) Inactive equipment approved for retention as a national asset.
- b. Requests for controlled Equipment to be redistributed through NEMS reutilization will be approved/disapproved by the appropriate equipment manager in accordance with NPR 4200.1, as revised.
- c. The NEMS Central Data Base (CDB) data file is structured so that requirements created by a new or expanding project can be compared with current equipment and systems inventories. The KSC NEMS Reutilization Coordinator makes arrangements with each new KSC project, or an expanding project, to review the current available NASA inventory in the data file.
- d. Equipment transferred/issued to a KSC requester will be accompanied by a documentation package list, as appropriate, containing or identifying all pertinent data, such as O&M manuals, drawings, schematics, spares lists, etc., if available.
- e. Specialized equipment items or Equipment systems not commercially available which by design or function may be subsequently redistributed and used for other purposes will be designated as unique equipment at the time the unique Equipment becomes inactive. The responsible division/office chief or equivalent contractor organization head in coordination with the NEMS Reutilization Coordinator will make the determination.

5.2.5. RESPONSIBILITIES

- a. The NASA NEMS Reutilization Coordinator is responsible for assuring the operation of the NEMS Reutilization Program at the Kennedy Space Center, including the appropriate interfaces with other installation offices in matters relating to the use and reuse of equipment.
- b. External Relations and Business Development Directorate is responsible for providing the equipment management function for all exhibits on display for the general public.

- c. The Chief, Center Services is responsible for providing the equipment management functions for office furniture except executive office furniture.

Chapter 5. EQUIPMENT MANAGEMENT

Section 3. FURNITURE AND FURNISHINGS IN EXECUTIVE OFFICES

5.3.1. PURPOSE

This section establishes the criteria and procedures for selection and assignment of executive furniture and furnishings.

5.3.2. APPLICABILITY AND SCOPE

This section applies to all KSC organizational elements of the KSC, and all onsite cost-type contracts.

5.3.3. AUTHORITY

41 Code of Federal Regulations (CFR) 101-251.104, "Acquisition of Office Furniture and Office Machines"

5.3.4. GENERAL

- a. The organizational structure is the primary factor in establishing the type of furniture and/or décor authorized and applies to both civil service and contractor organizations that are provided or acquire furniture at Government expense.
- b. Acquisition of new items will not include personal convenience items solely to improve appearance, office decor, or status.
- c. Procurement of these items will be made from Government stocks or Federal Supply Schedules as long as they are available through these channels.
- d. When an official entitled to wood furniture has offices assigned in more than one location, only one of these offices will be equipped with wood furniture, carpet, and drapes. Metal executive furniture is authorized for the other offices.

- e. The assignment of office furniture and furnishings to personnel is governed by the criteria outlined in this section.
- f. Middle management furniture outlined will not be procured for use at KSC. Offices are located in such facilities as the Vehicle Assembly Building, launch pad complexes, specialized test facilities, etc., will be furnished with metal furniture only.
- g. Requests for office furniture will be filled through redistribution, repair, or rehabilitation of furniture presently in the KSC Supply and equipment System Prior to purchasing new office furniture.

5.2.5. PROCEDURES

- a. Maximum Standards for Assignment of Executive Office Furniture and Furnishings:
 - (1) The following items of executive wood furniture and furnishings illustrated in the GSA supply catalog and listed in Federal Supply Schedule (FSC) Group 71, Parts IIA and IIC will be provided for the executive offices of SES employees and comparable contractors. On-hand furniture will be used until the stock is depleted. The following list does not intend to reflect that this will be a purchase of new furniture:
 - (a) Desk, wood contemporary style, double pedestal, with credenza.
 - (b) Desk chair.
 - (c) Side chair(s).
 - (d) Secretarial desk, wood, contemporary style, with chair.
 - (e) Normally, one bookcase, one filing cabinet, one credenza, one computer credenza, and a conference table is issued per office.
 - (f) If selected conservatively, other furnishings such as sofas, coffee tables, end tables, may be approved.

- (2) Carpet will be provided at a medium cost range on the GSA schedule. Top of the line furnishings will not be procured at KSC.
- (3) Requests for special types of orthopedic chairs or other specialty furniture to accommodate disabilities will be reviewed for determination of government responsibility. The Individuals with Disabilities Program Manager in the Equal Opportunity Office will be contacted on all accommodation requests. However, with a statement from the requester's personal physician detailing the diagnosis and special requirements, personnel can utilize their own personally owned chairs or other specialty furniture after approval is granted.
- (4) Personnel in the suites listed in Figure 5-5-1 below the Senior Executive Service will be provided furnishings consistent with the civil service grade of the individual.
- (5) Prior to submitting requests for office furniture and furnishings, each KSC contractor/civil service organizational element will review existing organizational assets to determine if the requirement can be met with on-hand assets. All requests will include a statement signed by the head of the primary KSC organization that on-hand assets have been reviewed, no internal relocation can be made to meet the requirement, and no office furniture/furnishings assets are in use by persons in their organization below SES level that can meet this requirement.
- (6) One conference room per Directorate will be equipped with executive wood furniture. All other Directorate conference rooms will be equipped with standard metal furniture.
- (7) Requisitions for nonstock items, which are similar to items, listed in the KSC or GSA stores stock catalogs or applicable Federal Supply Schedules will include an additional statement explaining why the standard item(s) will not satisfy the requirement.

- (8) Furniture will not be procured for personal preference when functional like items are on hand, i.e., round tables versus rectangular, oak versus walnut, etc. Chairs, sofas, etc., will not be reupholstered solely for personal preference or to color coordinate with other items.
 - (9) Personally owned furniture, carpet and drapes, other than the orthopedic chairs indicated in Part 5, Section 4, Paragraph 6d of this manual, are not authorized. Personally owned pictures are allowed at the discretion of the employee's supervisor, but the Government is not responsible for damage or loss of such items.
- b. Organizational elements qualifying for the furniture items discussed above which cannot be filled within their own assets will forward KSC Form 7-49 to the Management Integration Office for evaluation and preparation of recommended approval or disapproval.
 - c. KSC contractor/civil service organizational elements will review their current assets of executive office furniture and furnishings periodically and turn in any excess resulting from reorganization actions, abolishment of positions, contractual terminations/amendments, or changes in conditions which affect the criteria listed herein. Turn-in will be accomplished in accordance with part 8, Section 5, of this directive. NASA Procurement will procure executive office furniture, carpet, drapes, vertical blinds, and other similar items within this category for both contractor and civil service requirements.

EXECUTIVE OFFICES AND SUITES

1. Suites of the Center Director; Center Deputy Director; Associate Deputy Director; Executive Management Office; and Director, External Relations and Business Development.
2. First level Directors' offices and their immediate reception room, and their Deputy Directors' offices, if the incumbent is an SES. Staff offices are not considered part of the Director's suite.
3. Second level Directors' offices and their immediate reception room, and their Deputy Directors' offices, if the incumbent is an SES.
4. Staff offices reporting directly to the Center Director and their immediate reception rooms if the incumbent is an SES.

5. Manager, Program/Project Offices and their immediate reception rooms, and their Deputies' offices if the incumbent is an SES.
6. Contract managers and their immediate reception rooms and managers reporting directly to the contract manager.
7. Only one executive conference room is authorized for each first line directorate. All other conference rooms within the directorate will be furnished with metal furniture.

Chapter 5. EQUIPMENT MANAGEMENT

Section 4. CONTROL OF PROPERTY ON LOAN TO KSC

5.4.1. PURPOSE

This section provides the requirements for control of property on loan to KSC from other NASA Centers, Government agencies, private industry or other sources, including property loaned for display purposes.

5.4.2. APPLICABILITY AND SCOPE

This section applies to all NASA/KSC elements requesting loans of property from any source and establishes control of loan property while in the care and custody of NASA/KSC. This section does not apply to loans to contractors with contractor-accountable property.

5.4.3. AUTHORITY

NPR 4200.1 (AS REVISED), "NASA Equipment Management Manual"

5.4.4. GENERAL

- a. The term "borrow" is used for items moving between NASA Installations for temporary use. The term "loan" is used for items moving between NASA organizations and outside non-Government installations.
- b. NASA/KSC organizations requesting loans or borrows from other NASA, Government, or non-Government organizations will forward their request (KSC Form 7-49) through their appropriate approval authorities, and their appropriate property custodian to the KSC SEMO.

- c. The KSC Supply and Equipment Management Officer will coordinate with the loaning installation SEMO in the negotiation of loan agreements.
- d. The KSC SEMO will ensure all incoming Equipment items loaned or borrowed from outside KSC, regardless of source, have adequate KSC controls established on them when received at KSC.
- e. If loaned or borrowed property arrives at KSC, and has been previously negotiated by the KSC SEMO (e.g., loaned property hand carried to KSC) identity of the property and circumstances surrounding its arrival will be reported immediately to the KSC SEMO.
- f. Property borrowed from another NASA Installation for a period in excess of 12 months will be transferred to KSC, if no requirement exists at the holding installation.
- g. Borrows should be handled via a KSC Form 7-49 and a DD Form 1149. If the borrow is to exceed 30 days, equipment should be picked up in NEMS using the lending organization's ECN and a Transaction 20 on the borrowing organization's custodian account.
- h. Loans should be documented by a Loan Agreement. Equipment should be tagged with a NEMS Loan/Lease Tag and picked up in NEMS using Transaction 09, regardless of the length of the loan, on requesting organization's custodian account.
- i. Requests for extension of a loan period will be forwarded to the KSC SEMO.
- j. All loans or leases of equipment regardless of source, will be processed at the time of receipt by the KSC NEMS Equipment Manager through NEMS Transaction 9 (Receipt From Loan-in for Loans and Borrows) or NEMS Transaction 8 (Receipt From Lease-In).

5.4.5. PROCEDURES

- a. Office/Division Chiefs requesting loans of property will forward a KSC Form 7-49, containing the approval of the NEMS Equipment

Manager to the KSC SEMO. The KSC Form 7-49 must contain the following information in addition to the normal data required on a KSC Form 7-49:

- (1) Description of the property requested.
- (2) Holding installation and organization accountable for the property.
- (3) Purpose of the loan.
- (4) Term of the loan
- (5) Record of any previous contacts or inquiries with the holding installation in reference to the proposed loan.
- (6) Signature of the property custodian within whose management area the equipment will be used.
- (7) Approval of the NEMS Equipment Manager.

b. The KSC SEMO or designee will:

- (1) Return any KSC Form 7-49 not completed in full to the requesting office/division chief with the improper areas annotated.
- (2) Upon receipt of the approved KSC Form 7-49, contact the holding center/agency SEMO and provide the necessary information for the implementation of the loan agreement. Request the holding center/agency annotate shipping documents with the following information to facilitate receiving action:
 - (a) "Loan Property"
 - (b) PR number of the requesting KSC Form 7-49
 - (c) Name of loaning organization
 - (d) Date of loan agreement
 - (e) Period of loan

- (f) Ship to address of:

NASA, Transportation Officer
Building M6-744
Kennedy Space Center, Florida 32899
- (g) Deliver to (or "Mark for") address of the person at KSC who will be using the Equipment.
- (3) Forward a copy of the negotiated loan agreement, when received from the loaning center/agency, to the requesting NASA/KSC originator.
- (4) Retain a copy of the loan agreement for the establishment of a file to be maintained by the SEMO or designee.
- (5) If the loan is for a period of longer than 12 months, annotate the loan agreement "Long Term Loan."
- (6) If the loan is for a period of 12 months or less, annotate the loan agreement "Short Term Loan."
- (7) Maintain the Loan Hand Receipt Account file in suspense pending receipt of the loan material organization.
- (8) Request and ensure that two copies of the incoming DD Form 1149 or equivalent shipping document are forwarded to the SEMO, from KSC Receiving, upon receipt of the Equipment item.
- (9) Forward one copy of the applicable DD Form 1149 or equivalent shipping document and one copy of the KSC Form 7-49 to the accountable property custodian.
- (10) Retain one copy of the DD Form 1149 or equivalent shipping document and one copy of the KSC Form 7-49 to be included in the Loan/Borrow Hand Receipt Account file.
- (11) Maintain the Loan/Borrow Hand Receipt Account file to include as a minimum the following:
- (12) Process NEMS Transaction 70 (Loan-In Returned) or Transaction 69 (Lease-In Returned), as applicable, when property is returned to the holder.

Chapter 5. EQUIPMENT MANAGEMENT

Section 5. CONTROL OF EQUIPMENT LOANS/BORROWS FROM KSC

5.5.1. PURPOSE

This section establishes procedures for KSC accountable equipment that is loaned outside the confines of KSC or CCAFS to other NASA Centers, Government agencies or profit making organizations. (This section implements Section III, Part 4 of NPR 4200.1, "NASA Equipment Management Manual.")

5.5.2. APPLICABILITY AND SCOPE

This section applies to all KSC organizational elements, to their associated contractors to the extent specified in their respective contracts, and to other NASA organizations and other Government agencies located at the KSC involved in loaning equipment for which KSC is accountable. It is not applicable to Equipment loaned for use solely as a display or for use in an exhibit since they are covered under the provisions of NMI 1387.1 (as revised), "NASA Exhibits Program." It also does not apply to providing equipment under the terms of a NASA contract or grant which is governed by the FAR, NASA FAR Supplement, or a NASA Grant Manual.

5.5.3. AUTHORITY

NPR 4200.1 (as revised), "NASA Equipment Management Manual"

5.5.4. GENERAL PROVISIONS

- a. It is NASA policy that KSC-held Equipment other than administrative equipment and materials and contractor or grantee-held equipment, may be made available to organizations, private individuals, corporations or other entities provided the loan of such equipment is in the public interest and meets the conditions outlined in NPR 4200.1, as revised.
- b. All loans made to other NASA Installations will be referred to as "borrows" within the NASA Equipment Management System (NEMS).
- c. Loans/borrows will not normally exceed one year without approval of an extension.

- d. All loan agreements for loans made outside of NASA must be coordinated with the KSC Chief Counsel.
- e. KSC equipment may be made available to profit-making organizations only for the purposes authorized by the National Aeronautics and Space Act of 1958 as amended and specified in the loan agreement. Loans of equipment in this category must be authorized and approved by the SEMO. No delegation of authority is authorized. Requirements for loans to profit-making organizations are outlined in NPR 4200.1, as revised.
- f. Loans of equipment to other than KSC contractors or contractors authorized to maintain their own property records (not covered by FAR 45-5), will be made only if they are necessary or beneficial to the conduct of NASA missions, or serve some other useful or beneficial purpose to the government.
- g. All requests for loans must be submitted in writing to the KSC SEMO with the following minimum information:
 - (1) Complete description of the item requested.
 - (2) Name, organization, location, mailing address, and telephone number of the individual requesting the loan.
 - (3) Purpose and duration of the loan.
- h. All requests for a "borrow" of equipment must be referred to the KSC SEMO.
- i. The KSC equipment control tag will not be removed or destroyed for loans or borrows.

5.5.5. RESPONSIBILITIES

- a. The SEMO or his/her Designee is responsible for approving the completed loan agreement when the loan agreement is to be incorporated into a Memorandum of Understanding. (No delegation of this authority is authorized for loans of equipment to profit-making organizations.)
- b. The KSC SEMO is responsible for approving the loaning documentation, e.g., correspondence, subordinate loan agreements, shipping documents, etc.

- c. The International Affairs Division (Code LI) NASA Headquarters is responsible for approving loans to any foreign government or organization.

5.5.6. PROCEDURES

a. Loan of Equipment

- (1) Loan requests for KSC Equipment must be sent to the KSC SEMO.

- (2) The KSC SEMO

- (a) Coordinates the loan request with the division/office chief of the affected organization and the applicable Equipment manager, to verify the present requirement for the equipment at KSC does not supersede the request for the loan.
- (b) In cases where the loan cannot be granted, has a letter drafted for the SEMO's signature, to the requester, stating the loan cannot be granted.
- (c) In coordination with the Chief Counsel, has the loan agreement drawn up for the SEMO's signature for equipment that can be released. This will include the Chief Counsel concurrence sheet.
- (d) Is responsible for assignment of the loan agreement number which will consist of the following:
 - 1 The first two digits will consist of the two numbers of the calendar year the loan agreement was initiated.
 - 2 The digits 3 through 9 will consist of "-KSC-L-" where L will represent a loan.
 - 3 Digits 10 through 13 will consist of the Julian date the loan was initiated.

4 Digit number 14 will be a dash.

5 Digit 15 will be the sequence number representing the number of agreements initiated on that Julian date.

For example, the first loan agreement initiated on January 2, 1998, would have the following loan agreement number: 98-KSC-L-8002-1.

- (e) Secures, from the appropriate property custodian, an agreement to release the equipment and an agreement to request the equipment when the loan is terminated.
 - (f) Obtains the signature of the KSC SEMO and the appropriate authority in the gaining organizations on the negotiated loan agreement.
- (3) The Managing Property Custodian submits a NASA Form 1602 to NEMS Control with the following information:
- (a) Transaction number 26 checked (Custodian Account Change).
 - (b) Transaction Number 29 checked (Equipment Location Change).
 - (c) Transaction Number 30 checked (Status/Condition Code Change).
 - (d) Transaction Number 31 checked (User Number Change).
 - (e) Transaction Number 40 checked (Loan/Lease Out).
- (4) NEMS Control, upon receiving the NASA Form 1602:
- (a) Transfers the item to Custodian Account N001.
 - (b) Changes the condition code to LL.
 - (c) Processes Transactions 29, 31 and 40 accordingly in NEMS.

(5) The KSC SEMO or Designee:

- (a) Retains the NASA Form 1602 generated from NEMS Control along with a copy of the loan agreement and all related correspondence in a hand receipt file thus acting as the accountable custodian for the duration of the loan.
- (b) Arranges for the gaining organization to pick up and transport the item after it has been released.

NOTE: In certain situations, upon request of the gaining organization, arrangements may be made to have J-BOSC or local transportation ship the item to the gaining organization.

- (c) Approves or disapproves extensions for the loan period beyond 12 months. Extensions are requested in writing from the gaining organization to the SEMO.
 - (d) Conducts periodic inventories of all loaned equipment not to exceed the requirements for the triennial inventory.
- (6) NEMS Control transfers the accountability of the item back to the property custodian from custodian account N001 when the loaned item has been returned.

b. Equipment Borrows:

- (a) All requests for borrows of equipment must be sent to and approved by the SEMO. All requests for borrows received by non-FAR 45-5 contractor KSC employees must be sent to the KSC SEMO for approval.
- (b) Borrows will be for a period not to exceed one year. Any equipment needed beyond a year will be transferred to the accountable custodian of the gaining organization as long as the equipment is no longer needed by the holding organization.

- (c) Equipment out on a borrow will be held accountable by the responsible custodian and a NASA Form 1602 will be processed by NEMS Control showing a change in location, user, status/condition code, and borrow-out.
- (7) Transportation of the item will be arranged by the SEMO or SEMO designee.

Chapter 5. EQUIPMENT MANAGEMENT

Section 6. REMOVAL OF PROPERTY FROM NASA INSTALLATIONS

5.6.1. PURPOSE

This section outlines the procedures for the removal of Government-owned, contractor-owned, and employee-owned property for which the KSC SEMO is accountable.

5.6.2. APPLICABILITY AND SCOPE

This section is applicable to all NASA/KSC and NASA/KSC contractor personnel with requirements to remove Government/contractor/employee owned property from the Installation. Property that is readily identifiable as personally-owned is excluded from the provisions of this section. FAR 45-5 and NASA FAR Supplement 18-45 will govern on-site contractors holding contractor-accountable government property.

5.6.3. AUTHORITY

NPR 4200.1 (as revised), "NASA Equipment Management Manual"

5.6.4. GENERAL

- a. Government-owned equipment will not be removed from NASA Installations or CCAFS except for temporary use and only when such use is required or beneficial to the conduct of NASA's missions or other Government purposes.
- b. The removal of property will be accomplished by the use of a NASA Form 892, "Property Pass Request and Removal Permit," (Figure 5-8-1).
- c. Air Force Eastern Test Range (AFETR) Regulation 125- 5, "Cargo Property Clearance," is reciprocal with this section and applies to all persons who leave CCAFS.

- d. The NASA Form 892 will not be used as a shipping document. When shipment of property, including scrap and salvage, is required, removal is authorized only by a properly prepared shipping document, "Requesting and Invoice/Shipping Document," DD Form 1149. A DD Form 1149 will be used in all cases when a change of accountability is involved, even though the property is hand-carried from a NASA Installation or CCAFS.
- e. Government vehicles on official business are exempt from the provisions of this section, but this does not exclude the contents of the vehicle. Property within the vehicle must be authorized for removal.
- f. Any person and any property in that person's possession or control leaving a NASA Installation or CCAFS is subject to search or detention. Property being removed from a NASA Installation or CCAFS without proper authorization will be confiscated and stored at the place designated on the receipt which will be issued by the cognizant security person pending authority for its removal or other disposition. Unauthorized or unlawful use or possession of the property may result in appropriate disciplinary action by the employer and/or prosecution under state or Federal law.
- g. Authorization for removal of Government-owned property from either a NASA Installation or CCAFS will be issued to cover the actual period of required use. The property will be returned to the NASA Installation or CCAFS at the end of the period designated on the NASA Form 892, or when directed differently by the applicable division or equivalent contractor chief.
- h. Property loaned to KSC by AFETR or other Government agencies will not be shipped for use elsewhere without prior approval of the cognizant contracting officer, for contractor-accountable loaned property, or by the KSC SEMO for KSC-accountable loaned property.
- i. "Property Pass Request and Removal Permit, "NASA Form 892, will be approved at KSC and CCAFS as follows:
 - (1) NASA personnel. Division/Office.
 - (2) Government Agencies (other than NASA) for their respective personnel. Responsible officials designated by the agency are comparable to the NASA approval authorities.

- (3) Contractor organizations for their respective personnel equivalent to a NASA Division Chief.
- j. It will be the responsibility of the approving authority to assure the return of all returnable property for which he/she has approved a NASA Form 892.
- k. Removal of property from KSC for repair will be covered in Part 5, Section 11, of this directive.
- l. In cases where the requester/user is also the approval authority (Division Director/Chief or contractor equivalent) then the removal must be approved by the next higher level of management/supervision. A requester/user cannot approve their own request.
- m. The period of time required for the Property Pass (NASA Form 894) will not exceed 30 days.
- n. Any request for an extension of the time required for a Property Pass must be submitted by the first level director (or contractor equivalent) of the requesting organization to the SEMO, for approval. The request for extension must be submitted prior to the expiration date of the pass.

5.6.4 PROCEDURES

- a. NASA personnel and NASA contractor employees requesting the removal of Government-owned property from a NASA Installation or CCAFS will:

Prepare two copies of the NASA Form 892
(Figure 5-6-1 as outlined below:

<u>Block Title</u>	<u>Information Required</u>
Description	Noun, modifying characteristics manufacturer's name, model, and serial number.
Equipment Control Number (ECN)	Enter the ECN as reflected in NEMS and on the property tag. For non-controlled property, enter "Non-controlled equipment."
Property will Be	Enter as briefly as possible, the

Used At	actual location of use and the equipment for removal.
Date of Request	Self explanatory.
Time Required	Date property will be removed from the installation or CCAFS and the return date.
Signature of Borrower	Signature of the employee authorized the care and custody of the equipment while off site.
Date	Date of signature.
Code	Office or organization symbol of the person removing the property.
Room	Room and building number of the person removing the property.
Phone	Office phone number of the person removing the property.

- (2) Submits both copies of the NASA Form 892 to the Division/Office Chief/equivalent contractor head or designee for approval.
- b. Division/Office Chiefs/equivalent contractor head or designees upon receipt of the NASA Form 892 for approval will:
- (1) Validate the requirement for removal of the property and the time period.
 - (2) Sign and date the NASA Form 892 in the approval block.
 - (3) For controlled property, forward both copies of the signed NASA Form 892 to the applicable property custodian for approval and forward one copy to the requester for authorization to remove the property.
 - (4) For non-controlled property, retain one copy in suspense pending return of the property

- (5) Return unapproved requests to the originator.
- c. The Property Custodian upon receipt of the approved NASA Form 892 from the Division Chief will:
 - (1) Verify the description of the property, the equipment Control Number and enter the Custodian Account Number in the "Equipment Control Number" block of the NASA Form 892.
 - (2) Sign and date the approval block of the NASA Form 892.
 - (3) File a copy of the approved NASA Form 892 in suspense, in property tag number sequence until the property is returned.
 - (4) If the property is to remain off the Installation for more than 30 days, submit a NASA Form 1602 showing a location change to NEMS Control for processing.
 - (5) Forward one copy of the NASA Form 892 to the requester for authorization to remove the equipment.
- d. The requester/user will:
 - (1) Upon return of controlled property to the Installation or CCAFS, obtain the signature of the property custodian in the "Receipt for Return of Property" block of the NASA Form 892.
 - (2) Upon return of non-controlled property to the Installation or CCAFS, obtain the signature of the Division/Office Chief or equivalent contractor head (who originally signed the approval block) in the "Receipt for Return of Property" block of the NASA Form 892.
- e. For removal of employee-owned or on-site vendor-owned property the following procedures will apply:
 - (1) For removal of vendor-owned property, NASA contractors will complete NASA Form 892 as shown in Figure 5-6-2, including the statement, "vendor-owned equipment" in place of the equipment control number, and obtain the signature of the appropriate contractor official.
 - (2) For removal of employee-owned property, employees will complete the NASA Form 892 as shown in Figure 5-6-3,

including the statement, "personal equipment" in place of the ECN, and obtain the approval signature of the Division/Office Chief/equivalent contractor head or designee.

- f. Property clearance during other than regular duty hours.

All individuals with a need to remove property from a NASA Installation or CCAFS during other than regular duty hours will prepare the NASA Form 892, and obtain the approval of their Division/Office Chief's designee or comparable contractor official's designee. The designee will forward a copy of the NASA Form 892 to the proper approving authority on the next working day.


 National Aeronautics and Space Administration		Property Pass Request and Removal Permit	
Removal of NASA property listed below is requested for the period shown:			
DESCRIPTION		EQUIPMENT CONTROL NUMBER	
OSCILLOSCOPE, MONITORING DC TO 10 MZ HEWLETT-PACKARD, MODEL # 191A SERIAL NUMBER 401		111039 CUSTODIAN ACCOUNT NUMBER N016	
REASON WHY OFFICIAL USE CANNOT BE ACCOMPLISHED ON-SITE DURING NORMAL BUSINESS HOURS			
For use in checkout of electronics instrumentation aboard NASA aircraft.			
PROPERTY WILL BE USED AT			
Patrick Air Force Base			
DATE OF REQUEST		TIME REQUIRED (Normally NTE 30 days)	
June 24, 1998		BEGINNING June 25, 1998	
		COMPLETED BY June 26, 1998	
I ASSUME COMPLETE RESPONSIBILITY FOR THE PROPERTY LISTED ABOVE AND CERTIFY THAT IT SHALL BE USED ONLY IN THE CONDUCT OF OFFICIAL NASA BUSINESS.			
SIGNATURE OF BORROWER		DATE	
Betty Brown		June 24, 1998	
CODE	ROOM	PHONE	
LQ-N1	3320/K6-1547	861-1452	
This permit authorizes the above individual to remove the property described from NASA buildings/installations. FOR OFFICIAL USE ONLY. Removal of this property will not adversely affect the performance of official duties in the division by the requesting employee or any other division employee. The property being removed is not excess property.			
APPROVAL OF DIVISION CHIEF (Signature)		DATE APPROVED	
Willard Ratfin		June 24, 1998	
SIGNATURE OF CUSTODIAN		DATE	
Leroy Brown		June 24, 1998	
RECEIPT FOR RETURN OF PROPERTY			
SIGNATURE OF CUSTODIAN		DATE OF RETURN	
NASA FORM 892 NOV 95 PREVIOUS EDITIONS ARE OBSOLETE.			

FIGURE 5-6-1
PROPERTY PASS REQUEST AND REMOVAL PERMIT
NASA FORM 892


 National Aeronautics and Space Administration		Property Pass Request and Removal Permit	
Removal of NASA property listed below is requested for the period shown:			
DESCRIPTION		EQUIPMENT CONTROL NUMBER	
1. Motion Picture Projector, 16mm Bell & Howell Model 1200, SN 6		9069 Martin-Marietta owned property	
2. Reel 16mm Boeing Company History Titled, "Vision"			
REASON WHY OFFICIAL USE CANNOT BE ACCOMPLISHED ON-SITE DURING NORMAL BUSINESS HOURS Ramada Inn, Cocoa Beach, Florida, for Company Presentation.			
PROPERTY WILL BE USED AT Ramada Inn, Cocoa Beach, Florida, for Company Presentation, Society of Logistics Engineers			
DATE OF REQUEST		TIME REQUIRED (Normally NTE 30 days)	
June 24, 1998		BEGINNING: June 25, 1998 COMPLETED BY: June 26, 1998	
I ASSUME COMPLETE RESPONSIBILITY FOR THE PROPERTY LISTED ABOVE AND CERTIFY THAT IT SHALL BE USED ONLY IN THE CONDUCT OF OFFICIAL NASA BUSINESS.			
SIGNATURE OF BORROWER Alex Johnson		DATE June 24, 1998	
CODE LO-N1	ROOM 3620	PHONE 867-2168	
This permit authorizes the above individual to remove the property described from NASA buildings/installations. FOR OFFICIAL USE ONLY. Removal of this property will not adversely affect the performance of official duties in the division by the requesting employee or any other division employee. The property being removed is not excess property.			
APPROVAL OF DIVISION CHIEF (Signature) John de Gause		DATE APPROVED June 24, 1998	
SIGNATURE OF CUSTODIAN N/A		DATE N/A	
RECEIPT FOR RETURN OF PROPERTY			
SIGNATURE OF CUSTODIAN		DATE OF RETURN	
NASA FORM 892 NOV 85 PREVIOUS EDITIONS ARE OBSOLETE.			

FIGURE 5-6-2
PROPERTY PASS REQUEST AND REMOVAL PERMIT
NASA FORM 892


 National Aeronautics and Space Administration		Property Pass Request and Removal Permit	
Removal of NASA property listed below is requested for the period shown:			
DESCRIPTION		EQUIPMENT CONTROL NUMBER	
TOOL KIT, ELECTRONIC TECHNICIAN, NATIONAL ELECTRIC #1		PERSONAL EQUIPMENT	
REASON WHY OFFICIAL USE CANNOT BE ACCOMPLISHED ON-SITE DURING NORMAL BUSINESS HOURS			
PROPERTY WILL BE USED AT This is the employee's personal equipment used in daily work assignments			
DATE OF REQUEST	TIME REQUIRED (Normally NOT 30 days)		
June 24, 1998	BEGINNING	COMPLETED BY	
I ASSUME COMPLETE RESPONSIBILITY FOR THE PROPERTY LISTED ABOVE AND CERTIFY THAT IT SHALL BE USED ONLY IN THE CONDUCT OF OFFICIAL NASA BUSINESS.			
SIGNATURE OF BORROWER		DATE	
John Doe		June 24, 1998	
CODE	ROOM	PHONE	
SI-CSD-2	LAB/CLF	867-2345	
This permit authorizes the above individual to remove the property described from NASA buildings/installations. FOR OFFICIAL USE ONLY. Removal of this property will not adversely affect the performance of official duties in the division by the requesting employee or any other division employee. The property being removed is not excess property.			
APPROVAL OF DIVISION CHIEF (Signature)		DATE APPROVED	
Harry Smith		June 24, 1998	
SIGNATURE OF CUSTODIAN		DATE	
RECEIPT FOR RETURN OF PROPERTY			
SIGNATURE OF CUSTODIAN		DATE OF RETURN	
NASA FORM 892 NOV 85 PREVIOUS EDITIONS ARE OBSOLETE.			

FIGURE 5-6-3
PROPERTY PASS REQUEST AND REMOVAL PERMIT
NASA FORM 892

Chapter 5. EQUIPMENT MANAGEMENT

Section 7. EQUIPMENT CANNIBALIZATION

5.7.1 PURPOSE

This section provides procedures for the cannibalization for reutilization of all equipment, which is designed to support tests, and mission programs and is no longer required at KSC.

5.7.2 APPLICABILITY AND SCOPE

- a. This section applies to all NASA/KSC and NASA/KSC contractor elements (within the terms of their contracts) engaged in the design, fabrication, construction, reconfiguration, use or maintenance of all equipment and ground support facilities/systems.
- b. The responsibility of control of the cannibalization of Government-owned equipment held by FAR 45-5 type contractors is covered under the provisions of FAR 45-5 and NASA FAR Supplement 18-45.

5.7.3 AUTHORITY

NPR 4200.1 (as revised), "NASA Equipment Management Manual"

5.7.4. GENERAL

- a. All KSC elements will encourage as an efficient management practice, the cannibalization for reutilization of existing Equipment items to effect economies where possible.
- b. The Director of Spaceport Engineering and Technology or designee will:
 - (1) Designate the equipment items which are candidates for cannibalization for reutilization.
 - (2) Determine the designated items are to be either placed in storage, retained by the holding activity or transferred to another activity, pending a determination of cannibalization.
 - (3) Approve or disapprove requests for cannibalization (NASA Form 1617) and requests for transfer for the purpose of

cannibalization between KSC property custodians and other NASA Centers or Government agencies.

- (4) Emphasize the use of cannibalization of items for reutilization to the fullest extent possible.
 - (5) Advise the applicable property custodian, in writing, when items designated for cannibalization, in their custodian account, have no further value. Arrange for the assignment of an appropriate condition code to those items which are still installed (still on property records); direct that items are no longer required be excessed or direct that any residual hardware that remains after cannibalization is complete is sent to disposal.
- c. NASA/KSC and NASA/KSC Non-FAR 45-5 contractor elements (within the terms of their contracts) will:
- (1) Utilize existing items of Equipment, where practicable, in the design, construction, reconfiguration, or support of facilities, systems or end items of equipment. Submit recommendations for equipment designated as candidates for cannibalization to the Director of Engineering Development for approval/disapproval in accordance with KHB 1200.1 (as revised), Section 8.
 - (2) Turn in (in accordance with Part 7, Section 3, of this directive) residual items that have been cannibalized that have been determined to no longer have any value.
- d. The applicable KSC property custodian will:
- (1) Review and approve NASA Forms 1617 when submitted for cannibalization.
 - (2) Submit the approved NASA Forms 1602 and NASA Forms 1617 to NEMS Control (TA-E1) for adjustment of the accountable records.
- e. The KSC SEMO establishes controls to maintain identity and accountability of the cannibalized Equipment.
- f. NEMS Control will process NASA Forms 1602 accordingly for all cannibalization actions.

- g. The Chief, Resources Management Office will monitor all adjustments to accountable personal property records as required.

5.7.5 PROCEDURES

- a. NASA/KSC and NASA/KSC contractors (Non FAR 45-5 Contractors) elements will:

- (1) After determining a need for cannibalization for reutilization complete Sections, I, II, and III of NASA Form 1617, "Request for Cannibalization/Modification of Controlled Equipment," to include but not be limited to:

- (a) Equipment Control Number

- (b) Make, model, serial number, and value of the item being cannibalized.

- (c) The reason for cannibalization.

- (d) Whether or not the cannibalized item can be retained for future use.

- (2) Sign Section III of the NASA Form 1617.

- (3) Forward the NASA Form 1617 to the applicable property custodian.

- b. The property custodian will:

- (1) Certify the residue of the cannibalized items will be turned in for disposal by signing Section IV of the NASA Form 1617 (Request for Cannibalization/Modification of Controlled Equipment).

- (2) For each cannibalization action, pull the appropriate NASA Form 1602, complete it, and attach it to the NASA Form 1617.

- (3) Forward the NASA Form 1617 and NASA Form(s) 1602 to the Division Chief or equivalent contractor head for approval/disapproval.

- c. The Division/Office Chief or equivalent contractor head will:

Approve/disapprove the cannibalization and sign Block V of the NASA Form 1617.

- d. The property custodian will:
 - (1) Forward the NASA Form 1617 and NASA Form(s) 1602 to NEMS Control while retaining copy 4 of the NASA Form(s) 1602 for suspense.
 - (2) Remove all tags from residual Equipment after cannibalization and return them to NEMS Control.
 - (3) After the cannibalization is complete, contacts NEMS Control for tagging of any new controlled property that resulted from the cannibalization action(s).
- e. NEMS Control will:
 - (1) Process an inventory adjustment in NEMS after SEMO approval.
 - (2) Tag any new controlled equipment resulting from the cannibalization and process through NEMS resulting in NASA Form(s) 1602 for the property custodian record (per Part 5, Section 1, paragraph 8a of this directive).

Chapter 5. EQUIPMENT MANAGEMENT

Section 8. PROCESSING SURVEY REPORTS

5.8.1 PURPOSE

This section assigns the administrative and procedural requirements for the survey of lost, damaged, or destroyed Government property in the possession of or under the control of federal and/or contractor employees.

5.8.2 APPLICABILITY AND SCOPE

This section applies to all KSC organizational elements, to their associated contractors to the extent specified in their respective contracts, and to other NASA organizations and other Government agencies located at the KSC involved in reporting, processing documentation, investigating, and making recommendations concerning lost, damaged or destroyed Government property. This section does not

apply to contractors who are governed by FAR 45-5 and NASA FAR Supplement 18-45.

5.8.3. AUTHORITY

NPR 4200.1D (as revised), "NASA Equipment Management Manual"

5.8.4. REFERENCES

- a. Code of Federal Regulations, Titles 41, FPMR Subpart 101-39.8
- b. NMI 9950.1, "The NASA Investigation Programs"

5.8.5. GENERAL PROVISIONS

- a. Since every KSC employee is responsible for the proper use, care and protection of Government property or leased property in their custody or control, an employee may be subject to disciplinary action for any loss, damage, or destruction of Government property resulting from the employee's negligence, misuse, dishonesty, or wanton and willful destruction. Taking disciplinary action does not prevent the Government, in appropriate situations, from enforcing other remedies, which may be available to it, such as asserting a claim against the employee. If disciplinary action is recommended, the matter will be referred to the employee's supervisor in the case of civil service personnel. An employee will not be held liable for the loss, damaged, or destruction of property resulting from the employee's performing or failing to perform an action because of a reasonable error in judgment or because of a physical limitation (NPR 4200.1, paragraph 1.308 and 3.304).
- b. A NASA Form 598, "Survey Report," Figure 5-7-1, will be prepared and processed promptly in all cases of loss, damaged, or destruction of Government property for which accountable records are maintained by the KSC SEMO in the NASA Equipment Management System (NEMS).

NOTE: The Survey Report is the administrative document used for the investigation and review of such lost, damaged, stolen, or destroyed property and records the extent or absence of personal responsibility. Additionally, it prescribes specific corrective or preventive action to be taken to prevent recurrence of the incident.

- c. Part I of the Survey Report will be prepared jointly by the individual who last had possession of the property at the time of the incident and the managing property custodian. Both the possessor and the property custodian will sign Block 11 of Part I of the Survey Report before submittal.
- d. The Survey Report will be used to support the removal of property from the accountable records as in the case of damage, to adjust the financial value of the property unless fully repaired.
- e. The KSC Security Officer will be notified immediately by the property custodian of theft or suspected theft. A copy of any investigative report and findings will become a part of the survey report.
- f. No Survey Report will be merely disapproved; survey action will continue on a report until it is canceled or approved. On the basis of investigations and findings, one or more of the following recommendations will be made:
 - (1) All concerned should be relieved from accountability and responsibility for the loss, damaged, or destruction; or
 - (2) The individual(s) involved should be disciplined (see NPR 4200.1, Section 1, Part 3, paragraph 1.308 and 3.304).
 - (3) The individual(s) involved may be required to reimburse the Government for the loss, damage, or destruction of the property.
- g. Each Survey Report exceeding \$1,000 in total acquisition will be acted on by the Property Survey Board, Property Survey Officer, and by the SEMO, and those totaling \$1000 or less will be acted on by the Property Survey Officer. The Property Survey Officer can, if deemed necessary, refer the Survey Report to the Property Survey Board.
- h. When loss, theft, damage, or destruction of two or more items is the result of a single event or discovery, one Survey Report will be prepared.
- i. Property Survey Board meetings will be held as required, preferably on a regularly scheduled basis. All actions of the Survey Board will be recorded and the minutes distributed to each board member, the individuals named on the Survey Report, the Protective Services Office, and the SEMO.

- j . At the discretion of the SEMO, or other appropriate official, a survey may be made in the case of loss, damage, stolen, or destruction of personal property for which accountability is not maintained.

5.8.5. RESPONSIBILITIES

- a. The KSC Property Survey Officer is responsible for:
 - (1) Investigation, review and approval of all Survey Reports with a cost of \$1,000 or less. If deemed necessary, some reports can be referred to the Property Survey Board (reference paragraph 7g).
 - (2) Ensuring that feedback is provided, via a written report, to the Center Director, at least annually through official channels. The report should, at a minimum, include the following:
 - (a) The total number of Survey Reports that were generated and processed at KSC during the time period since the previous written report was submitted.
 - (b) A breakout of the total number of Survey Reports showing the total number of reports submitted per each KSC NASA Directorate or Division Office, and equivalent contractor organization.
 - (c) The dollar value associated with the lost, damaged, or destroyed property to include a total cost and a breakout per organization, to include any dollar value reimbursed to the Government.
 - (d) General information regarding all significant actions, problems, or other matters of substance related to Survey Reports.
- b. The Property Survey Board is responsible for:
 - (1) Investigating and making recommendations on all Survey Reports with an acquisition value of \$1,000 or more.
 - (2) Investigating and making recommendations on all other Survey Reports referred to them by the Property survey Officer.

NOTE: The property Survey Officer, the SEMO, or any other individuals involved in the maintenance of KSC property records will not be designated to serve on the Survey Board

- c. The Supply and Equipment Management Officer is responsible for:
 - (1) Ensuring the Property Survey Officer and Property Survey Board are appointed by the Center Director and are fully informed of their duties
 - (2) Ensuring specific corrective or preventive action as recommended by the Property Survey Officer/Board is implemented.
 - (1) Making final distribution to all concerned, as shown in Part VI of the Survey Report, when survey action is complete.
 - (2) Maintaining a Survey Report Register, NASA Form 599.
- d. Division/Office Chiefs or equivalent contractor organization head are responsible for:
 - (1) Ensuring the Survey Reports are properly prepared and forwarded to the SEMO within 30 working days of the discovery of the loss, damage, or destruction of Government property.
 - (2) Ensuring the organization considers possible disciplinary or other appropriate action when the Property Survey Board/Officer considers responsible individuals accountable for lost, damaged, or destroyed property. In the case of contractor personnel, the contracting officer will take appropriate action. (Reference Part III, Block 3, NASA Form 598.) The Chief Counsel may provide requirements as specified in paragraph 7a.
- e. Directors or equivalent Government and contractor heads will appoint an organizational point of contact to assure all recommended actions of each completed survey are implemented.
- f. The Installation Security Officer is responsible for reviewing all reports of theft or suspected theft, and recommending appropriate action to resolve these matters. He will also advise the directors or equivalent Government and contractor heads what minimum steps may be taken

to prevent recurrence of loss or theft of Government property or Equipment.

- g. The Directorate Custodian Coordinator is responsible for:
 - (1) Provide assistance to custodians when preparing Property Survey Reports
 - (2) Review and approve property survey reports and inform Director prior to being forwarded to Supply and Equipment Office. This includes signing the Property Survey Report.
 - (3) Ensure recommendations or required actions are completed relative to Property Survey Reports.
- h. Property Custodians are responsible for:
 - (1) Preparing, in conjunction with the responsible individual who was last in possession of the item, Part I of the NASA Form 598, "Survey Report." This includes signing Block II of Part I.
 - (2) Submitting Survey Reports to the applicable Division/Office Chief within 30 days of the discovery of the incident.
- i. Responsible Individuals (the last individual having possession of the reported item(s)) are responsible for:
 - (1) Preparing, in conjunction with the responsible property custodian, Part I of the NASA Form 598, "Survey Report." This includes signing Block II of Part I.
 - (2) Submitting the Survey Report to the Division/Office Chief for completion of Part II within 30 days of the discovery of the incident.

5.8.7. PROCEDURES

- a. The Responsible Individual:
 - (1) Prepares, in conjunction with the property custodian, Part I of the NASA Form 598 in full detail to include the following:
 - (a) Value of loss or estimated value of damage in dollars.

- (b) Detailed description of item to include noun, model, manufacturer, serial number, and descriptive data in Blocks 11 and 12.

NOTE: Requirements for filling out the NASA Form 598 are provided on page 4 of the form.

- (2) Assists the SEMO, the Property Survey Board and/or the Property Survey Officer as appropriate, in the processing/investigation of the Survey Report as required.

b. The Property Custodian:

- (1) Prepares in conjunction with the responsible individual, Part I of the Survey Report (see paragraph 9a(1), this section).
- (2) Signs Block 11 and dates Block 12 of Part I (in addition to the responsible individual).
- (3) Pulls applicable NASA Form 1602 from the custodial account file and prepares it in accordance with NPG 4200.2, Part II, paragraph 6-102, and the KSC Supplement to NPG 4200.2, Part VI, paragraph 6-102c, and signs and dates Block 31 of the NASA Form 1602.
- (4) Forwards the completed NASA Form 598 and NASA Form 1602 to the Division/Office Chief or equivalent contractor head within 30 days of discovery of the incident.

c. The Division/Office Chief or equivalent contractor head:

- (1) Reviews Part I of the Survey Report and completes Part II with the corrective action taken or proposed to prevent recurrence of the incident. Submits survey request to Directorate Custodian Coordinator for Director's signature.
- (2) Signs and dates Block 34 of the NASA Form 1602 and Part II, Block 3 of the NASA Form 598.
- (3) Forwards the Survey Report and NASA Form 1602 to the SEMO.

NOTE: Annotates Part II of the Survey Report with the reason for the delay if the date of submittal exceeds 30 working days following the discovery of the incident.

d. The KSC SEMO or designee:

- (1) Processes the NASA Form 1602 through NEMS.
- (2) Verifies the value of the lost or damaged equipment that was listed on the Survey Report by the user and property custodian.
- (3) Notifies the KSC Financial Management Officer of any financial adjustment of over \$5000 made to the equipment in NEMS records (no financial adjustment will be made for damages are to be fully repaired).
- (4) Assigns a Survey Report Number to the report and enters the number on the Survey Report Register (NASA Form 599).
- (5) Forwards the Survey Report and all supporting documentation to the Property Survey Board for action, if the loss, damage, or destruction exceeds \$1000 in total acquisition cost.
- (6) Forwards the Survey Report and all supporting documentation to the Property Survey Officer for action if the loss, damage, or destruction exceeds \$1000 or less in total acquisition value.

NOTE: The Property Survey Officer may refer Survey Reports with a value of \$1000 or less to the Property Survey Board, if deemed necessary.

e. The Property Survey Board:

- (1) Receives, reviews, and investigates all Survey Reports where loss, damage, or destruction of government property exceeds \$1000 in total acquisition value.
- (2) Prepares written findings for Part III of the Survey Report regarding facts on the loss, damage, or destruction and the extent or absence of personal responsibility.
- (3) Makes one of the following recommendations on Part III of the Survey Report on the basis of the investigation findings and

states the specific corrective action to be taken to prevent recurrence of the incident:

- (a) All concerned be relived of accountability and responsibility.
 - (b) Individuals concerned are disciplined. (Action pertaining to on-site contractor employees will be accomplished through the responsible contracting officer.)
- (4) Points out to Division/Office Chiefs, or equivalent contractor organization heads when they have failed to meet the 30 working day time frame. Documents in the written minutes of board meetings all evidence, testimony and other information considered during investigations.

NOTE: The minutes will be in addition to the statements included in Part III of the Survey Report.

- (5) Signs and dates Part IV of the Survey Report and forwards all copies and supporting documentation to the Property Survey Officer.
- (6) Refers to the Inspector General any indications of illegal or unethical conduct.
- (7) Under Part III, number 4 recommends, where necessary, the individual(s) involved should be required to reimburse the Government for the loss, damage, or destruction of the property, if such loss is caused by the willful neglect, abuse, or gross violation of property control procedures.

f. The Property Survey Officer:

- (1) Receives, reviews, and investigates all Survey Reports, where loss, damage, stolen or destruction of government property is \$1000 or less in total acquisition value.
- (2) Forwards Survey Reports requiring investigation are not within the officer's purview to the Property Survey Board.
- (3) Prepares written findings and recommendations for Part III or the Survey Report (recommends specific corrective or


preventive action to prevent recurrence of the incident).

- (4) Points out to Division/Office Chiefs or equivalent contractor organization heads when they have failed to meet the 30 working day time frame.
- (5) Returns those Survey Reports on which he/she non-concurs to the Property Survey Board for reconsideration.

NOTE: In those cases where the Property Survey Officer and the Property Survey Board cannot agree upon the findings of the Survey Board, the position taken by the Board, as well as the position taken on the survey by the Property Survey Officer will be provided to the Center Director for final determination.

- (6) Sign and dates Part V of Survey Report.
 - (7) Refers to the Inspector General any indications of illegal or unethical conduct.
 - (8) Forwards the original and two copies of the approved Survey Report and supporting documentation to the SEMO for distribution as shown in Part VI of the NASA Form 598, and to be filed in the Survey Report Register.
 - (9) Contacts the Legal Office when it is believed that reimbursement for lost or damaged equipment is appropriate.
- g. The SEMO sends a copy of each completed Survey Report to the appropriate Director or equivalent to ensure that each of the recommendations from the survey are implemented.
- h. Director of equivalent Government/contractor organization head or designee:
- (1) Receives the completed Survey Report from the SEMO.
 - (2) Ensures the recommended actions are implemented.
 - (3) Sends an update on the implementation of each recommendation to the KSC SEMO within 30 days of receipt of the Survey Report.

- (4) Updates each open recommendation to the KSC SEMO every 60 days until closed.
- i. The SEMO or designee maintains a file for audit purposes of each Survey Report and the responsible organization's actions to implement each recommended action.

 National Aeronautics and Space Administration		<h1 style="text-align: center;">Survey Report</h1>		SURVEY NUMBER VOUCHER NUMBER
NOTE: See instructions on Page 4.				
1 - BASIC DATA (To be completed by individual test having possession of equipment)				
1. NAME AND POSITION TITLE Dave Smith, Computer Engineer		2. ORGANIZATION NAME AND CODE Computer Logistics, DD-J2		
3. INSTALLATION John F. Kennedy Space Center			4. DATE OF DISCOVERY 03-28-98	
5. IDENTIFICATION OF EQUIPMENT				
a. EQUIPMENT CONTROL NO.	b. DESCRIPTION	c. QUANTITY	d. VALUE	
123456	Computer, Digital Gateway 2000 Serial Number: 7890123 Model Number: 102869CC89	1	\$2,636	
Total			\$2,636	
6. EQUIPMENT LISTED ABOVE WAS (Check appropriate box)				
<input checked="" type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED <input type="checkbox"/> BELIEVED STOLEN DATE SECURITY NOTIFIED _____				
7. STATEMENT OF CIRCUMSTANCES (Continue on separate sheets if necessary)				
(This block should give a detailed explanation of the circumstances involved in the discovery of the loss of the equipment. See page 4 of 4 of this form for questions that must be answered when completing this block.)				
John E. Doe Property Custodian Account Number N999				
8. SIGNATURE Dave Smith			9. DATE OF REPORT 04-03-98	

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FIGURE 5-8-1
SURVEY REPORT
NASA FORM 598

II - REVIEW DATA (To be completed by the Division Director/Chief of individual above)			
1. ACTION RECOMMENDED TO PREVENT RECURRENCE OF INCIDENT (Fully describe the actions that will be taken to prevent future losses.)			
<i>Jonathan A. Jones</i> Jonathan A. Jones Directorate Custodian Coordinator		<i>Samuel D. Smith</i> Samuel D. Smith Director of Computer Logistics	
2. NAME AND TITLE Richard B. Martin Chief, Engineering Division	3. SIGNATURE <i>Richard B. Martin</i>	4. DATE 4-03-98	
III - EQUIPMENT MANAGEMENT USE ONLY			
SENSITIVE ITEM <input type="checkbox"/> YES <input type="checkbox"/> NO	RESULTS OF INVENTORY DATED:	SIGNATURE OBTAINED	
	<input type="checkbox"/> TRIENNIAL <input type="checkbox"/> SENSITIVE	<input type="checkbox"/> 1802 <input type="checkbox"/> CUSTODIAN VALIDATION <input type="checkbox"/> OTHER	
IV - FINDINGS AND RECOMMENDATIONS			
1. INCIDENT INVESTIGATED BY (Check appropriate box) <input type="checkbox"/> PROPERTY SURVEY OFFICER <input type="checkbox"/> PROPERTY SURVEY BOARD			
2. STATEMENT OF FINDINGS (Continue on separate sheets if necessary) (This block will be completed by the Property Survey Officer or the Property Survey Board.)			

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FIGURE 5-8-1 (con't)
SURVEY REPORT
NASA FORM 598

3. RECOMMENDATIONS (Based on "STATEMENT OF FINDINGS" in section III, Item 2.) <input type="checkbox"/> ALL CONCERNED SHOULD BE RELIEVED OF ACCOUNTABILITY AND RESPONSIBILITY FOR PROPERTY LISTED IN PART I <input type="checkbox"/> THE NAMED RESPONSIBLE INDIVIDUALS (Specified in the findings) ARE CONSIDERED ACCOUNTABLE, AND THIS REPORT WILL BE REFERRED TO THEIR SUPERVISORS (or Contracting Officer) FOR POSSIBLE DISCIPLINARY OR OTHER APPROPRIATE ACTION.		
4. SPECIFIC CORRECTIVE OR PREVENTIVE ACTION TO BE TAKEN TO PREVENT RECURRENCE OF INCIDENT This block will be completed by the Property Survey Officer or Property Survey Board.		
V - SIGNATURES OF THE PROPERTY SURVEY BOARD		
CHAIRMAN	SIGNATURE	DATE
MEMBER	SIGNATURE	DATE
MEMBER	SIGNATURE	DATE
VI - SIGNATURE OF THE PROPERTY SURVEY OFFICER		
NAME	SIGNATURE	DATE
DISTRIBUTION OF SURVEY REPORT		
ORIGINAL - SURVEY REPORT FILE		COPY TO - RESPONSIBLE INDIVIDUAL DIVISION DIRECTOR/CHIEF
COPY TO - RESPONSIBLE INDIVIDUAL		COPY TO - EQUIPMENT VOUCHER FILE

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PAGE 3 OF 4

FIGURE 5-8-1 (con't)
SURVEY REPORT
NASA FORM 598

INSTRUCTIONS

Upon completion of section II, forward original form to Equipment Management for processing. Copies will be distributed after all signatures have been obtained. This form is self-explanatory except for the following:

I - BASIC DATA (To be completed by the individual last having possession of the item(s).)

IDENTIFICATION OF EQUIPMENT

- a. **EQUIPMENT CONTROL NUMBER.** Enter the NEMS equipment control number. If none, enter NONE.
- b. **DESCRIPTION.** Enter the full description of the item as stated on the NEMS equipment record, if available.
- c. **QUANTITY.** Enter the quantity of the property. For equipment items, this should be a 1.
- d. **VALUE.** Enter the value as reflected on the NEMS equipment record, if available. If the item is not in NEMS, enter a value constructed from the item acquisition documentation, or other available documentation. If the value is estimated, enter a small "e" after the value.

STATEMENT OF CIRCUMSTANCES. Give a detailed explanation of the circumstances about the discovery. Include the following:

- * If custody of the item was with another party
- * The name(s) of the individual(s) who had access to the item
- * What security and control procedures were in-place to control the item
- * An explanation of the search conducted to date
- * The date(s) of inquiries made in an attempt to locate the item
- * Who saw the item last, and when

II - REVIEW DATA (To be completed by the Division Director/Chief of the individual named in Section I.)

STATEMENT OF FINDINGS. State the specific recommendations that will prevent the recurrence of incidents of this nature. Any corrective actions that are accomplished should also be documented here.

FIGURE 5-8-1 (con't)
SURVEY REPORT
NASA FORM 598

Chapter 6. DISTRIBUTION

Section 1. BENCH STOCK SUPPORT

6.1.1 PURPOSE

This section provides the procedures for obtaining bench stock support from the KSC Supply and Equipment System.

6.1.2. APPLICABILITY AND SCOPE

These procedures apply to all KSC organizational elements, to their associated contractors to the extent specified in their respective contracts, and to all other NASA organizations and other Government agencies located at the KSC who request bench stock support through the KSC Supply and Equipment System and are provided support under the J-BOSC contract.

6.1.3 AUTHORITY

NPR 4100.1 (as revised), "NASA Materials Inventory Management Manual"

6.1.4. GENERAL PROVISIONS

- a. Bench stocks will be established and controlled in the Kennedy Inventory Management System (KIMS). A bench stock identifying number will be affixed to each bench stock in the KIMS Look-up Table.
- b. Items may be added to or deleted from established bench stocks upon customer request. Program stock inventories cannot exceed a total value of \$50,000 at any one bench stock.
- c. Only items meeting the following criteria may be included in bench stock:
 - (1) J-BOSC/KSC stock items.
 - (2) Expendable items - Items that lose their identity while in use and cannot be recovered.
- d. All bench stocks will be supported from material stocked in the KSC Supply and Equipment System. The following types of items are not stocked in bench stocks except under special request of the SEMO after coordination with J-BOSC Inventory Management

- (1) Repairable items.
 - (2) Items requiring special storage and handling, e.g., cryogenics, hydraulic or fuel clean-packing integrity.
 - (3) Clean item issued in a clean condition.
 - (4) POL and other hazardous items, unless stored in specifically designated storage areas available and has obtained approval in accordance with "Fire Protection and Precautions at KSC."
 - (5) Controlled Equipment/non-expandable.
 - (6) KC and buttweld fittings (TA-E1)
- e. Bench stocks are maintained by National Stock Numbers (NSN) or Local Stock Numbers, but manufacturer's part number and other descriptive data are included on bin labels and the bench stock working list, when provided by the custodian/requester.
 - f. Bench stock requesters will be placed on the distribution listing for the monthly "Issues/Turn-ins by Activity Identification code report," B6033. This report is required for review of bench stock activity and to verify the validity of bench stock expenditures.
 - g. Special projects that require excessive quantities of a bench stock item on a one-time draw will be requisitioned from stores stock, when the withdrawal would deplete the bench stock 30-day quantity and project an erroneous replenishment quantity.

6.1.5 PROCEDURES

- a. To establish a bench stock, the requester submits a cover letter along with a KSC Form 7-181, or a typed computer listing containing the same information as the Form 7-181, in accordance with Part 3, Section 1, of this manual. The documentation will include the following:
 - (1) Project Code (optional).
 - (2) Activity identification number.
 - (3) Name and telephone number of the bench stock custodian (requesting organization personnel who will be responsible for servicing and managing the bench stock).

- (4) Building and room number of the new bench stock.
 - (5) List of items requested for the new bench stock (in the location sequence desired) with the customer's estimate of a 30-day usage requirement, stock number, nomenclatures, and unit of issue for each item.
- b. In addition, the requester (bench stock custodian):
- (1) Provides bins and storage space dedicated to the bench stock.
 - (2) Informs the bench stock coordinator, as appropriate, when significant changes in usage of specific bench stock items are anticipated.
 - (3) Turns in excess bench stock listed items to the nearest Logistics Service Center in accordance with Part 7, Section 3, of this manual.

Chapter 7. TURN-IN PROCEDURES

Section 1. EXCHANGE OR SALE OF CONTROLLED PROPERTY FOR REPLACEMENT PURPOSES

7.1.1 PURPOSE

This section provides for the exchange or sale of controlled property for replacement purposes in order to maximize the financial benefit to the government.

7.1.2 APPLICABILITY AND SCOPE

This section applies to all KSC NASA and contractor organizations that submit requests for replacement.

7.1.3 AUTHORITY

- a. Code of Federal Regulations, Title 41, Subpart 101- 46
- b. NHB 4300.1, "NASA Personal Property Disposal Procedures and Guidelines"

7.1.4 GENERAL PROVISIONS

- a. Controlled property will be replaced in a manner most economical and efficient to the government. It will be processed under the Exchange/Sale Program so that proceeds may be applied to the acquisition of the replacement item.
- b. Figure 7-1-1 lists items are not eligible for exchange or sale
- c. One item must always be acquired to replace one similar item. The only exception is:
 - (1) If a lesser or greater number of items must be purchased to perform the tasks the old Equipment was previously accomplishing.
 - (2) In the case of parts or containers.
- d. The replacement property may be purchased in advance of, at the same time, or after the disposition of property to be replaced.
- e. Property that is dangerous to public health or safety will not be exchanged or sold unless it has been rendered harmless, or adequate safeguards have been provided.

7.1.5. PROCEDURES

- a. The requester will prepare a KSC Form 7-49, "Purchase Request (Supplies/Equipment or Property Turn-In)" and include the following information:
 - (1) National stock number
 - (2) Total acquisition cost
 - (3) Item name
 - (4) Trade-in amount received
 - (5) Actual property removal date
 - (6) Vendor Information (company name, address, phone)
 - (7) Requester name
 - (8) New property acceptance date

(9) Procurement document number

- b. The requester will submit KSC Form 7-49, along with NASA Form 1602, "NASA Equipment Management System (NEMS) Transaction Document to the Supply & Equipment Office.
- c. The Supply & Equipment Office will process the request for exchange or sale through the appropriate NASA offices, and obtain required approvals as necessary.

PROPERTY INELIGIBLE FOR EXCHANGE/SALE PROGRAM

Items in the following Federal Supply Classification Groups are not eligible for exchange or sale.

FEDERAL SUPPLY CLASSIFICATION

GROUP NUMBER AND GROUP IDENTIFICATION

- 10 Weapons
- 11 Nuclear ordnance
- 12 Fire control Equipment
- 14 Guided missiles
- 15 Aircraft and airframe structural components except FSC Class 1560 Airframe structural components
- 20 Ship and marine Equipment
- 22 Railway Equipment
- 31 Bearings
- 32 Woodworking machinery and Equipment, except lathes, milling machines and saws, circular or band
- 34 Metalworking machinery, except drill presses, lathes, milling machines, and saws, circular or band
- 40 Rope, cable, chain and fittings
- 41 Refrigeration, air conditioning and air circulating Equipment
- 42 Firefighting, rescue and safety Equipment
- 44 Furnace, steam plant, and drying Equipment; and nuclear reactors
- 45 Plumbing, heating and sanitation Equipment
- 46 Water purification and sewage treatment Equipment
- 47 Pipe, tubing, hose and fittings
- 48 Valves
- 51 Hand tools
- 53 Hardware and abrasives
- 54 Prefabricated structures and scaffolding
- 55 Lumber, millwork, plywood and veneer
- 56 Construction and building materials
- 68 Chemicals and chemical products, except medicinal chemicals
- 71 Furniture
- 75 Office supplies and devices, except cards, tabulating
- 83 Textiles, leather, furs, apparel and shoe findings, tents and flags
- 84 Clothing, individual Equipment, and insignia

Figure 7-1-1

Chapter 7. TURN-IN PROCEDURES

Section 2. SALVAGE AND SCRAP MATERIAL

7.2.1 PURPOSE

This section provides for the collection of manufacturing residue, scrap items found on station, and turn-in of salvage and scrap material.

7.2.2. APPLICABILITY AND SCOPE

This section applies to all KSC NASA and contractor organizations who generate or process salvage or scrap materials.

7.2.3. AUTHORITY

- a. Code of Federal Regulations, Title 41, Subpart 101-43.001-28 and 43.001-29
- b. NHB 4300.1, "NASA Personal Property Disposal Procedures and Guidelines"
- c. NPR 4200.1, "NASA Equipment Management Procedures and Guidelines"

7.2.4. GENERAL PROVISIONS

- a. Salvage and scrap material will be disposed of in a manner that assures maximum benefits to the government.
- b. Hazardous material will not be turned in unless it has been rendered innocuous. A Material Safety Data Sheet (MSDS) must accompany all hazardous material.
- c. Scrap material will not be mingled with trash or placed in refuse containers. Neither will trash or refuse be placed in scrap containers. Trash placed in refuse containers is exempt from the provisions of this section.

7.3.5. PROCEDURES

- a. All organizations generating or having possession of salvage and/or scrap material will:

- (1) Separate salvage from scrap material.
 - (2) Segregate scrap material as follows:
 - (a) Metallic scrap
 - 1 Steel
 - 2 Stainless Steel
 - 3 Aluminum
 - 4 Copper, including cable
 - 5 Brass
 - 6 Light metal, defined as ferrous metal less than 3/8 inches thick, such as sheet metal, metal cabinets, etc.
 - 7 Heavy metal, defined as ferrous metal 3/8 inches thick or thicker, such as plates, I-beams, and bar stock.
 - (b) Non-metallic scrap will be segregated by type, i.e., rubber, fabrics, rope, plastics.
 - (3) Prepare KSC Form 7-49, "Purchase Request (Supplies/Equipment or Property Turn-in) identifying the applicable scrap classification, number of pounds being turned in, and estimated cost per lot. This document must accompany delivery to the Reutilization, Recycling and Marketing Facility (RRMF).
 - (4) Disposition of non-metal scrap that has deteriorated and cannot be used for its intended purpose should be reported to J-BOSC Roads and Grounds; i.e., rubber, fabrics, rope, plastics.
 - (5) Specify on KSC Form 7-49 if item contains any precious metal content.
- b. Empty metal containers, such as drums, will be turned in as scrap on a KSC Form 7-49. A drum is considered legally "empty" in accordance with Code of Federal Regulations, Title 40, when no more than 2.5

centimeters (one inch) of residue remains in the bottom of the inner liner. KSC Form 7-49 will contain a certification the drum is empty, and list the previous content. If previous content is hazardous, a Material Safety Data Sheet (MSDS) must be attached to the container and the KSC Form 7-49.

- c. Drums are not empty and are in a deteriorated condition (badly rusted, bulging, punctured, etc.), or do not comply with requirements stated above, will not be accepted at the RRMF.
- d. All hazardous materials excess to the needs of the customer, including shelf life items, e.g., petroleum, paints, thinners, solvents (except wastes) will have a certification on the KSC Form 7-49 describing the chemical constituents of the material. Drum containers will be stenciled with a brief description of the type of material including the national stock number or part number when available.

Chapter 7. TURN-IN PROCEDURES

Section 3. TURN-IN OF MATERIALS AND EQUIPMENT

7.3.1. PURPOSE

This section establishes procedures for the turn-in of material and Equipment, for which the KSC SEMO is accountable, that is no longer required by KSC organizations.

7.3.2 APPLICABILITY AND SCOPE

This section applies to all KSC organizational elements, other government tenants and those associated contractors are designated to turn in Equipment through the KSC Property Disposal Officer (PDO) and the KSC Plant Clearance Officer (PCO).

7.3.3 AUTHORITY

- a. Code of Federal Regulations, Title 41, "Public Contracts and Property Management"
- b. NHB 4300.1, "NASA Personal Property Disposal Procedures and Guidelines"
- c. NPR 4200.1, "NASA Equipment Management Procedures and Guidelines"

- d. FAR 45.6
- e. NASA FAR Supplement (NFS) 18-45.6
- f. NASA FAR Supplement (NFS) 18-52.245-71

7.3.4 GENERAL PROVISIONS

- a. Equipment generally becomes excess as a result of its condition or its inactive use.
- b. Using organizations are responsible for ensuring that excess property is assigned a complete and accurate condition code and description to enhance further use of the property by KSC, other NASA organizations, or other federal agencies. Condition codes are listed in Figure 7-5-1.
- c. Property that is dangerous to public health or safety will not be turned in as excess unless it has been rendered innocuous or has adequate safeguards. A MSDS must accompany all hazardous material.
- d. Turn-in of tagged Equipment will be accomplished on the NASA Form 1602, "NASA Equipment Management System (NEMS) Transaction Document." An accurate condition code, a complete physical description, and all available documentation (i.e., operators manuals, maintenance records, logs, etc.) should accompany the property.
- e. Stock listed expendable items will be turned in directly to a J-BOSC Logistics Support Center. Stock listed items controlled in KIMS will be turned-in on a KIMS generated SF-1428, "Inventory Schedule B."
- f. Non-stock listed supplies and materials are to be submitted on a KSC Form 7-49, "Purchase Request (Supplies/Equipment or Property Turn-In)." The following information is required on the KSC Form 7-49 when turning in non-stock material:
 - (1) National Stock Number (NSN)
 - (2) Description of item
 - (3) Manufacturer
 - (4) Manufacturer's part number or model number, and serial number

- (5) Unit of issue
 - (6) Quantity
 - (7) Unit cost and extended line item value
 - (8) Condition code
 - (9) Location of material
 - (10) Precious metal content
 - (11) If item is a "Peculiar Item" (an item procured specifically for the space effort and having little or no application to other programs or commercial uses) a statement to that effect must also appear on the KSC Form 7-49.
- g. Contractor acquired property, as defined in FAR 45.101, must be turned in through the contractor property administrator and the KSC Plant Clearance Officer, in accordance with FAR 45.6 and NASA FAR Supplement 18-45.6.
- h. Installation provided property covered under NASA FAR Supplement 18-52.245-71, will be turned in through the KSC Property Disposal Officer.
- i. Any property containing precious metals must be identified as such on the appropriate turn-in document.

CONDITION CODES AND DEFINITIONS

<u>DISPOSAL CONDITION CODE</u>	<u>BRIEF DEFINITION</u>	<u>EXPANDED DEFINITION</u>
1	UNUSED – GOOD	Property, which is in new condition or unused condition and can be used immediately without modifications or repairs.
4	USED - GOOD	Property, which shows some wear, but can be used without significant repair.
7	REPAIRS REQUIRED - GOOD	Property which is unusable in its current condition but can be economically repaired.
X	SALVAGE	Property, which has value in excess of its basic material content, but repair or rehabilitation, is impractical and/or uneconomical.
S	SCRAP	Property, which has no value except for its basic material content.

Figure 7-3-1

Chapter 7. TURN-IN PROCEDURES

Section 4. SUPPLY CLEARANCE PROCEDURE FOR TERMINATING EMPLOYEES

7.4.1 PURPOSE

This section provides requirements for supply clearance of NASA/KSC and KSC contractor employees who are terminating employment at KSC.

7.4.2 APPLICABILITY AND SCOPE

This section applies to Division/Director Chiefs of NASA/KSC and equivalently responsible personnel of KSC contractor organizations and all terminating personnel in obtaining clearance for property Custodian Accounts, clothing issues, loaned tools, and when processing termination actions.

7.4.3. GENERAL

- a. The provisions of this requirement are intended to assist the Division Director/Chief in the final clearance of terminating personnel and to expedite that process. This section does not relieve Division Directors/Chiefs of their responsibility of ensuring that a terminating employee has turned in all government property or of clearing KSC records for deceased employees not available for normal checkout procedures.
- b. NASA/KSC and KSC contractor Division Directors/Chiefs or equivalents, in the event of termination of contract or mass termination of personnel, are responsible for the timely coordination and accomplishment of the clearance of the personnel. In the case of mass termination, a list of terminating employees should be provided to the Supply & Equipment Office two weeks prior to the termination date.

7.4.4. PROCEDURES

- a. Terminating Employee:

The terminating employee is responsible for the turn in of all government property and material in his possession. The employee, prior to his last day of duty, will:

- (1) If (NASA/KSC or KSC contractor personnel) has property custodian account responsibility, accomplish the transfer of responsibility to

the newly appointed custodian in accordance with the provisions of Chapter 5, Section 3, of this manual.

- (2) Turn in all loaned material in his/her possession through the appropriate supply channels.
- (3) Turn in all loaned tools in accordance with Chapter 1, Section 2, of this manual.

b. Terminating Employee's Division Director/Chief:

The Division Director/Chief is responsible for ensuring the terminating employee has turned in all government property in his possession and/or that a new property custodian has been appointed in accordance with the provisions of Chapter 5, Section 3, of this manual and for clearing the terminating employee on his last day of duty. The Division/Director Chief will:

- (1) Prior to the terminating employee's last day of duty:
 - (a) If the employee is a property custodian, ensure that property responsibility has been transferred to a new custodian.
 - (b) Advise the terminating employee to turn in all government equipment and material prior to the last day of duty.
- (2) On the terminating employee's last day of duty, contact Supply and Equipment Office, 867-4104, and obtain supply clearance.
- (3) Upon receipt of supply clearance from Supply and Equipment Office, complete that portion of the employee clearance form(s), which related to logistics.

Chapter 7. TURN-IN PROCEDURES

Section 5. TURN-IN OF HAZARDOUS MATERIALS AND RELATED CONTAMINATED CONTAINERS

7.5.1 PURPOSE

This section establishes the turn-in policy for hazardous excess, scrap, or salvage materials.

7.5.2. APPLICABILITY AND SCOPE

This section applies to all KSC NASA and contractor organizations that are supported by the J-BOSC for turn-in of hazardous materials. This section does not apply to hazardous waste.

7.5.3. AUTHORITY

- a. Code of Federal Regulations, Title 29, Part 1910.1200
- b. NPG 4300.1, "NASA Personal Property Disposal Procedures and Guidelines"
- c. KHB 6000.1, "Transportation Support System Manual"
- d. KHB 1870.1, "KSC Sanitation and Pollution Control Manual"

7.5.4 GENERAL PROVISIONS

- a. Separate turn-in documents will be prepared to identify each type of hazardous material being turned in. Categories of hazardous materials that will be accepted at the Reutilization, Recycling, and Marketing Facility (RRMF) are listed in Figure 7-4-1.
- b. Material Safety Data Sheets (MSDS) will accompany all hazardous materials being turned in.
- c. All organizations involved in the turn-in of hazardous material will ensure their personnel are properly trained in the hazards associated with such items, safe handling and/or transport practices, and the appropriate response to leaks and spills.
- d. Hazardous material will not be accepted unless the container has an original, legible manufacturer's label, or a facsimile thereof, listing the content and composition of the product, affixed to each container. The manufacturer's shelf life and the KSC-designated shelf life must be clearly shown on all containers.
- e. Partially full, leaking, or damaged containers will not be accepted and must be disposed of as hazardous waste.
- f. Original containers are deteriorated will not be accepted at the RRMF. Containers must be suitable for storage of hazardous material.
- g. Materials grouped for turn-in must be compatible to prevent an adverse reaction in the event of a spill or leak.

- h. Materials that cannot be turned in as excess must be disposed of as hazardous waste. Categories of hazardous materials not accepted at the RRMF are listed in Figure 7-4-2.
- i. All organizations excessing hazardous material must submit turn-in documentation to the KSC Plant Clearance Officer or KSC Property Disposal Officer (as appropriate) for disposition requirements prior to delivery to the RRMF.

7.5.5. PROCEDURES

- a. Organizations preparing hazardous material for excess will include the following items on their turn-in document:
 - (1) Name of hazardous material
 - (2) Hazard category from Figure 7-5-1
 - (3) Total quantity of hazardous material, by weight, volume, or as appropriate
 - (4) Type of packaging or container
 - (5) Condition code
- b. A copy of the MSDS must be affixed to the turn-in documentation, and another copy will be attached to the excess item. Any other means of content identification, such as laboratory analysis, should be included as well.
- c. Specific procedures for turn-in of empty containers is contained in KHB 4000.1, Chapter 7, Section 2, "Salvage and Scrap Material."
- d. Batteries
 - (1) Silver/zinc batteries are recyclable for the precious metal content and must contain a statement on the turn in document they "contain precious metals." MSDS's must accompany the turn-in document and be attached to the batteries.
 - (2) Lithium, nickel/Cadmium and mercury batteries are considered hazardous waste and should be processed as such.
 - (3) Carbon/zinc or alkaline, and manganese dioxide (lead acid) batteries are not hazardous. They are used in flashlights, cameras, calculators, lanterns, etc. These batteries are expendable and can be turned in to the RRMF as wet garbage.

- (4) Batteries properly turned in to the RRMF do not need to be drained and flushed, and Hazardous Waste Management need not be notified.

CATEGORIES OF HAZARDOUS MATERIALS AUTHORIZED
FOR TURN-IN TO THE RRMF

<u>HAZARDOUS MATERIAL</u>	<u>DEFINITION</u>
<u>Flammables</u>	
Flammable Liquids, Class 1A	Liquids having a flashpoint below 73 degrees F
Flammable Liquids, Class 1B	Liquids having a flashpoint below 73 degrees F and boiling points at or above 100 degrees F
Flammable Liquids, All Others	Liquids with flashpoints at or above 73 degrees F and below 100 degrees
Combustible Liquid	Liquids with flashpoints between 100 and 200 degrees F
Flammable Solid	Any solid material other than one classed as an explosive, which, under conditions normally incident to storage is liable to cause fire through friction, retain heat from manufacturing or processing, or which can be ignited burns so vigorously and persistently as to create a storage hazard. Included in this category are materials that will ignite with a source of ignition and water reactive materials that burn on contact with water or moisture and do not produce hazardous components or fumes such as flammable or poisonous gases

Figure 7-5-1 (Page 1)

Spontaneously Combustible

Any material which at or even below room temperature may burn (1) by exposure to air or substances are highly sensitive to oxidation (phosphorous); (2) by heat build-up due to bacterial activity (compost); or by oxidation catalyzed by moisture as in wet waste materials (paper, cotton, wool); (3) by internal heat accumulation due to auto-oxidation (fish oils, linseed oil)

Corrosives

Corrosive Liquid Acidic/Alkaline

A liquid that causes visible destruction or irreversible alterations in human tissue at the site of contact, or in the case of leakage from its packaging, or a liquid that has a severe corrosion rate on steel

Corrosive solid Acidic/Alkaline

A solid that causes visible destruction or irreversible alterations in human tissue (eyes, respiratory tract or skin) at the site of contact

NOTE: Corrosive materials may not be identified as acidic or alkaline. Determination should be made from (1) MSDS, (2) HMIS, or (3) from additional packaging or container information.

Reactives

Oxidizer

Any substance such as chlorate, permanganate, inorganic peroxide, or a nitrate, that yields oxygen ready to stimulate the combustion of organic matter (not to include N2O4)

Compressed Gasses
(Cylinders and Tanks)

Flammable Gas

A compressed gas with vapor pressure exceeding 40 psi absolute at room temperature that will burn if (1) either a mixture of 13% or less (by volume) with air forms a flammable mixture or the flammable range with air is wider than 12% regardless of the lower limit, or (2) meets the Bureau of Explosives Flame Projection tests

Poisonous Gas

An extremely dangerous compressed gas with absolute pressure exceeding 40 psi at 79 degrees F or cryogenic liquid of such a nature that a very small amount of the gas or vapor when mixed with air is dangerous to life

Nonflammable Gas

A material, other than gas in solution, which under the changed pressure is entirely gaseous or partially a liquid at a temperature of 70 degrees F. Non flammable gases may have been additional storage requirements such as oxidizer, poison, gas, or corrosive.

Other Related Materials

ORM-A	A material which is not otherwise classed as a hazard and in the event of leakage has an anesthetic, irritating, noxious, toxic, or other similar property and which can cause extreme annoyance or discomfort to personnel
ORM-B	A material which is not otherwise classed as a hazard (including a solid when wet with water) which is capable of causing significant damage to property and Equipment in the event of leakage
ORM-C	A material which is not otherwise classed as a hazard, ORM-A, or ORM-B, which has inherent characteristics that make it unsuitable for storage or shipment unless properly identified, packaged, or prepared for storage or shipment. Examples are: bleaching powder, burlap bags, magnetized material, oiled material, and sulfur
ORM-D	A material which is not otherwise classed as a hazard or otherwise subject to regulations which presents a limited hazard during storage and transportation due to its form, quantity and packaging

Figure 7-5-1 (Page 4)

Certain compressed gases and commodities with limited quantities of hazardous materials in composite packages can be included in this group

ORM-E

A material which is not otherwise classed as a hazard and is (1) a hazardous waste as defined in 40 CFR (RCRA), or (2) a hazardous substance as defined in 49 CFR 171.8 and 40 CFR with a reportable 171.9 quantity requirement

Multiple Hazard Materials

Several materials have more than one hazard class. These materials must be labeled for each hazard class. For storage and transportation purposes the order of hazards (greatest to least) is as follows:

1. Flammable Gas
2. Nonflammable Gas
3. Flammable Liquid
4. Oxidizer
5. Flammable Solid
6. Corrosive Liquid
7. Corrosive Solid
8. Irritating Materials
9. Combustible Liquid (more than 110 gallons)
10. ORM-B
11. ORM-A
12. Combustible Liquid (less than 110 gallons)
13. ORM-E

Figure 7-5-1 (Page 5)

<u>CATEGORIES OF HAZARDOUS MATERIAL</u>	<u>DEFINITION</u>
---	-------------------

<u>Flammables</u>	Materials classified "DANGEROUS WHEN WET" or "WATER REACTIVE." (Any material that in contact with water or moisture may produce hazardous compounds or fumes, such as flammable or poisonous gases.
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<u>Poison</u>	
---------------	--

Poisonous Liquid Class A	Extremely dangerous liquid of such a nature that a very small amount of vapor of the liquid mixed with air is dangerous to life
-----------------------------	---

Poisonous Liquid Class B	A liquid, other than Class A Poison or irritant, which is known to be so toxic to man as to afford a hazard to health during storage or transportation; or which, in the absence of adequate data on human toxicity, is presumed to be toxic to man because of approved tests with laboratory animals. NOTE: This applies to bulk liquids identified in 49 CFR Part 172 HM-145E
-----------------------------	--

Poisonous Solid Class B	A solid, other than Class A Poison or irritant, which is known to be so toxic to man as to afford a hazard to health during storage or transportation; or which, in the absence of adequate data on human toxicity, is presumed to be toxic to man because of approved tests with laboratory animals
----------------------------	--

Figure 7-5-2 (Page 1)

Irritant

An irritant is any material, liquid or solid substance which upon contact with fire or when exposed to air gives off dangerous or intensely irritating fumes, such as tear gas, but not including any poisonous material, Class A

ORMC-C Material

Asbestos and materials containing asbestos, and all temperature sensitive material, lithium and mercury batteries

Organic Peroxides

Explosives

Pesticides

Radioactives

Infectious Waste

Pyrophorics

Figure 7-5-2 (Page 2)



FIF

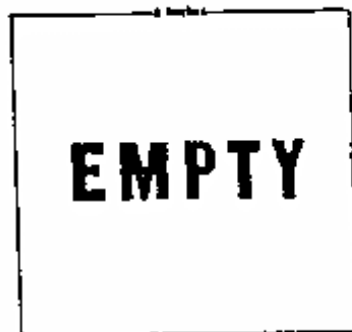
FIGURE 7-5-3
DEPARTMENT OF TRANSPORTATION LABELS



FIGURE 7-5-3 (con't)
DEPARTMENT OF TRANSPORTATION LABELS



Label Color - White/Top Half
 Black/Lower Half
Symbol Color - Black/White
Inscription - White
Border - Black
SF 416-A



Label Size - Each Side at least 4 Inches
 Each Letter at least 1 inch high
Label Color - White
Inscription - Black
Border - Black
SF 417-A

FIGURE 7-5-3 (con't)
DEPARTMENT OF TRANSPORTATION LABELS

LETTER BY LETTER TRANSLATION FROM ITALIAN

FIGURE 7-5-4
OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION
(OSHA) LABELS

(IMPORTANT! READ MATERIAL SAFETY DATA SHEET)

SUBSTANCE IDENTITY (Same as shown on MSDS)

APPROPRIATE HAZARD WARNING

HEALTH HAZARDS	ENVIRONMENTAL HAZARDS
<input type="checkbox"/> TOXIC <input type="checkbox"/> HIGHLY TOXIC <input type="checkbox"/> REPRODUCTIVE TOXIC <input type="checkbox"/> IRRITANT	<input type="checkbox"/> CORROSIVE <input type="checkbox"/> SENSITIZER <input type="checkbox"/> CARCINOGEN

(Immediate & Delayed Target Organ Effects)

<input type="checkbox"/> RESPIRATORY TRACT IRRITATION <input type="checkbox"/> RESPIRATORY TRACT INFLAMMATION <input type="checkbox"/> RESPIRATORY TRACT OBSTRUCTION <input type="checkbox"/> RESPIRATORY TRACT SPASM <input type="checkbox"/> RESPIRATORY TRACT EDEMA <input type="checkbox"/> RESPIRATORY TRACT FIBROSIS <input type="checkbox"/> RESPIRATORY TRACT CANCER	<input type="checkbox"/> SKIN IRRITATION <input type="checkbox"/> SKIN INFLAMMATION <input type="checkbox"/> SKIN CORROSION <input type="checkbox"/> SKIN SENSITIZATION <input type="checkbox"/> SKIN REACTION <input type="checkbox"/> SKIN CANCER	<input type="checkbox"/> EYE IRRITATION <input type="checkbox"/> EYE INFLAMMATION <input type="checkbox"/> EYE CORROSION <input type="checkbox"/> EYE SENSITIZATION <input type="checkbox"/> EYE REACTION <input type="checkbox"/> EYE CANCER
--	--	--

ROUTES OF ENTRY

☐ INGESTION ☐ INHALATION ☐ SKIN ABSORPTION ☐ SKIN OR EYE CONTACT

PHYSICAL HAZARDS

<input type="checkbox"/> COMBUSTIBLE LIQUID <input type="checkbox"/> COMBUSTIBLE GAS <input type="checkbox"/> ORGANIC PEROXIDE	<input type="checkbox"/> WATER REACTIVE <input type="checkbox"/> UNSTABLE (REACTIVE) <input type="checkbox"/> OXIDIZER <input type="checkbox"/> FLAMMABLE GAS	<input type="checkbox"/> EXPLOSIVE <input type="checkbox"/> FLAMMABLE LIQUID/SOLID <input type="checkbox"/> PYROPHORIC
--	--	--

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

NOV 1988 OSHA 100-104 (Printed by LABORATORY FOR THE AMERICAN WORKMAN (LAW), CHICAGO, IL 60606)

FIGURE 7-5-4 (con't)
OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION
(OSHA) LABELS

<p>HEALTH <input type="checkbox"/></p> <p>FLAMMABILITY <input type="checkbox"/></p> <p>REACTIVITY <input type="checkbox"/></p>	<p>CITRIC ACID, AQUEOUS, 38 % KOLG FLORIDA INC KENNEDY SPACE CENTER, FL 32815 305-867-2522</p> <p>HEALTH <input type="checkbox"/> 1</p> <p>FLAMMABILITY <input type="checkbox"/> 0</p> <p>REACTIVITY <input type="checkbox"/> 0</p>
<p>ALTH HAZARD WARNING</p> <p>— MURAN CARCINOGEN</p> <p>— REPRODUCTIVE HAZARD</p> <p>— SENSITIZER</p> <p>— SKIN IRRITANT</p> <p>— EYE IRRITANT</p> <p>— LIVER TOXIN</p> <p>— RESPIRATORY TOXIN</p> <p>— KIDNEY TOXIN</p> <p>— NERVOUS SYSTEM TOXIN</p> <p>— BLOOD TOXIN</p> <p><small>Revised 10-1-1982 Printed by LABORATORY 4 on 10 AMERICAN LABORATORY INC. NEW CHICAGO, IL 60604</small></p>	<p>READ MATERIAL SAFETY DATA SHEET:</p> <p>MMIS HAZARD RATING</p> <p>0 - MINIMAL HAZARD</p> <p>1 - SLIGHT HAZARD</p> <p>2 - MODERATE HAZARD</p> <p>3 - SERIOUS HAZARD</p> <p>4 - SEVERE HAZARD</p> <p>WARNING! CAUSES EYE AND SKIN IRRITATION. AVOID CONTACT WITH EYES, SKIN, AND CLOTHING. DO NOT INGEST. IN CASE OF CONTACT, IMMEDIATELY FLUSH EYES WITH PLENTY OF WATER FOR AT LEAST FIFTEEN MINUTES. CALL PHYSICIAN. FLUSH SKIN WITH WATER. WASH CLOTHING BEFORE REUSE.</p> <p><small>Printed by LABORATORY 4 on 10 AMERICAN LABORATORY INC. NEW CHICAGO, IL 60604</small></p>

FIGURE 7-5-4 (con't)
OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION
(OSHA) LABELS

•

<div data-bbox="370 722 699 1003"> <p>HEALTH</p> <p>FLAMMABILITY</p> <p>REACTIVITY</p> </div> <div data-bbox="378 1310 802 1346"> <p>Form 100-100-100 Printed by NAME COMPANY, INC. 1000 N. 1000 E. ST. (CHICAGO, IL 60604)</p> </div>	<div data-bbox="889 659 1062 793"> <p>HEALTH</p> <p>FLAMMABILITY</p> <p>REACTIVITY</p> </div> <div data-bbox="894 827 1127 856"> <p>100-100-100 Printed by NAME COMPANY, INC. 1000 N. 1000 E. ST.</p> </div>	<div data-bbox="1214 680 1321 835"> <p>H</p> <p>F</p> <p>R</p> </div> <div data-bbox="1219 869 1321 884"> <p>100-100-100 Printed by NAME COMPANY, INC. 1000 N. 1000 E. ST.</p> </div>
<div data-bbox="980 911 1338 953"> <p>Health Hazard Warning</p> </div> <div data-bbox="1029 961 1354 1304"> <ul style="list-style-type: none"> <input type="checkbox"/> Human Carcinogen <input type="checkbox"/> Reproductive Hazard <input type="checkbox"/> Sensitizer <input type="checkbox"/> Skin Irritant <input type="checkbox"/> Eye Irritant <input type="checkbox"/> Liver Toxin <input type="checkbox"/> Respiratory Toxin <input type="checkbox"/> Kidney Toxin <input type="checkbox"/> Nervous System Toxin <input type="checkbox"/> Blood Toxin </div> <div data-bbox="948 1346 1127 1367"> <p>NSC Form 20 - 3-11-73</p> </div>		

FIGURE 7-5-4 (con't)
OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION
(OSHA) LABELS

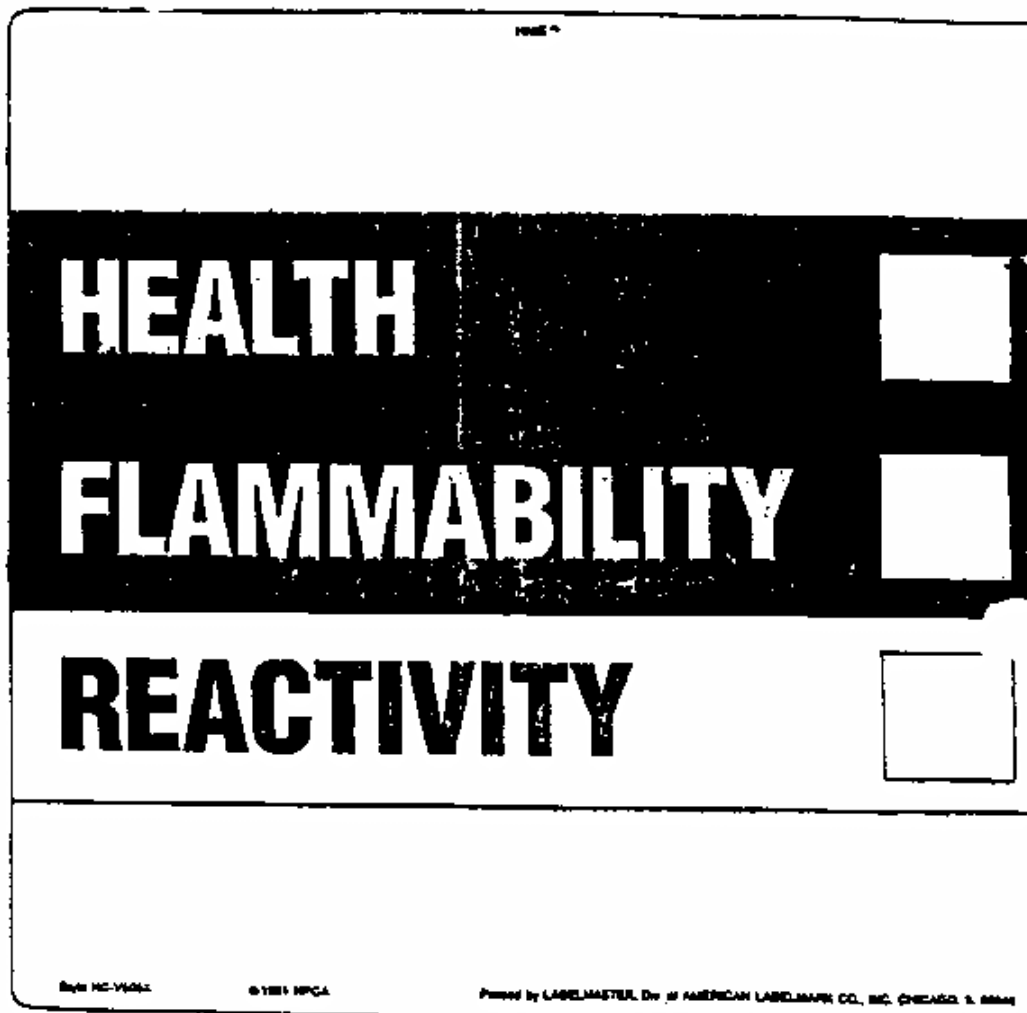


FIGURE 7-5-4 (con't)
OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION
(OSHA) LABELS

Chapter 7. TURN-IN PROCEDURES

Section 6. TURN-IN OF COMMERCIALLY AVAILABLE SOFTWARE

7.6.1. PURPOSE

This procedure is established in order to implement a practical policy for the disposition of commercially available software (CAS) at KSC.

7.6.2. APPLICABILITY AND SCOPE

This procedure applies to all KSC organizational elements, to their associated contractors to the extent specified in their respective contracts, and to other Government agencies located at the KSC who turn in commercially available software.

Note: Contractors covered by FAR 45.6 should dispose of CAS in accordance with requirements from the Plant Clearance Officer.

7.6.3. AUTHORITY

NPG 4300.1, "NASA Personal Property Manual"

7.6.4. GENERAL PROVISIONS

- a. Upgrades to software products, whether partial changes or total reissue, are part of the original package and although there may be two different serial numbers and license agreements, the total documentation and media copies are all part of one license and can only reside on one machine at any one time.
- b. Reutilization of CAS products should be accomplished within the individual directorates or line organization.
- c. The normal excessing procedure at KSC cannot be used for CAS turn in for the following reasons:
 - (1) The value of these products is limited,
 - (2) The ownership of the intellectual property may not be with the government.
 - (3) There is a lack of a requirement for retention of historical data.

7.6.5. PROCEDURES

- a. Where CAS products have been upgraded and earlier copies of documentation and media are no longer required to support its utilization, the organization will:
 - (1) Remove the software and any backup files from the automatic data processing Equipment (ADPE) on which it resides prior to notification of the Property Disposal Office (PDO). All copies of the earlier version should be destroyed by the user.


Note: Destruction can occur prior to notifying the PDO.

- (2) Destroy all supporting documentation, guides, or other required publications pertaining to the software. Supplemental training aides are not part of the CAS and can be retained or destroyed upon their own merit.
 - (3) Prepare NASA Form 812, "Determination and Authorization to Abandon or Destroy Surplus Property," (See Figure 7-6-1) and include as the reason for destruction the CAS has been upgraded and the original version is no longer required. Certify on the form all pertinent material has been destroyed. The completed NASA Form 812 will be sent to the PDO for information and record retention.

NOTE: In cases where destruction methods of the software and documentation are not dictated in the licensing agreements, the PDO may be contacted to determine the preferred method of destruction.

- b. Where the end user has determined there no longer exists a need for the product, the organizer will:
 - (1) Remove the software and any backup files from the ADPE on which it resides prior to declaring the product excess to your needs. This should then be certified in writing prior to making the ADPE available to excess.
 - (2) Screen other users within their line organization to determine if there is a requirement for the excess CAS. Should a need be established, turn over the software and all associated products to the new end user.

- (3) Turn in the software and all associated products to the NASA Property Disposal Officer when there is no identifiable need within the line organization.
- (4) Complete software packages are to be turned in on a KSC Form 7-49 and must include the following information: location of software; Federal Stock Number (7030); complete item description of each package; condition code (4-used/good); estimated cost per package; and total cost. The KSC Form 7-49 is to be mailed to EXCESS, who will make arrangements for movement to the RRMF.
- (1) The user can legally destroy software packages that are incomplete. A NASA Form 812 must be prepared and submitted to EXCESS documenting the destruction, and must contain the same information as required on the KSC Form 7-49.

 National Aeronautics and Space Administration		Determination and Authorization to Abandon or Destroy Surplus Property		
<input type="checkbox"/> INSTALLATION PROPERTY		<input type="checkbox"/> GOVERNMENT-OWNED CONTRACTOR INVENTORY		
SECTION I				
NAME AND ADDRESS OF REPORTING INSTALLATION		NAME AND ADDRESS OF CONTRACTOR		
LOCATION OF PROPERTY		CONTRACT NUMBER/EXPIRATION DATE		
SECTION II				
ITEM NO.	DESCRIPTION	QTY.	WEIGHT	ACQUISITION COST
TOTAL WEIGHT		TOTAL ACQUISITION COST		PROPERTY VOUCHER NUMBER
SECTION III				
FINDINGS AND RECOMMENDATIONS				

NASA FORM 812 MAY 84 PREVIOUS EDITIONS ARE OBSOLETE.

FIGURE 7-6-1
DETERMINATION AND AUTHORIZATION TO ABANDON
OR DESTROY SURPLUS PROPERTY
NASA FORM 812

FINDINGS AND RECOMMENDATIONS (Continued)		
RECOMMENDED BY (Typed name and title)	SIGNATURE	DATE
SECTION IV		
PROPERTY DISPOSAL REVIEW BOARD DETERMINATION		
TYPED NAME AND TITLE	SIGNATURE	DATE
TYPED NAME AND TITLE	SIGNATURE	DATE
TYPED NAME AND TITLE	SIGNATURE	DATE
SECTION V		
TO BE COMPLETED WHEN PROPERTY DISPOSAL REVIEW BOARD IS NOT REQUIRED		
DETERMINED BY (Typed name and title)	SIGNATURE	DATE

NASA FORM 812 MAY 84 PREVIOUS EDITIONS ARE OBSOLETE.

FIGURE 7-6-1 (con't)
DETERMINATION AND AUTHORIZATION TO ABANDON
OR DESTROY SURPLUS PROPERTY
NASA FORM 812

Chapter 8. PHYSICAL INVENTORY

Section 1. PHYSICAL INVENTORIES OF EQUIPMENT

8.1.1. PURPOSE

This section implements Section VI of the NASA Equipment Management Manual, NPR 4200.1, and provides procedures for the physical inventories equipment and sensitive items.

8.1.2 APPLICABILITY AND SCOPE

This section applies to all KSC organizational elements, to their associated contractors (to the extent specified in their respective contracts) and other Government agencies that have custody of Government property for which the KSC SEMO is held accountable. It directly applies to division/office chiefs, property custodians, the KSC SEMO, and personnel of the Supply Branch involved in the scheduling, physical count, and reporting of controlled Equipment inventories.

8.1.3. AUTHORITY

NPR 4200.1 (as revised), "NASA Equipment Management Manual"

8.1.4. REFERENCE

NPG 4200.2 (as revised), "NASA Equipment Management System (NEMS) Users Guide for Property Custodians"

8.1.5. RESPONSIBILITIES

The KSC SEMO is responsible for:

- a. Ensuring that prescribed physical inventories of controlled Equipment are taken and coordinated including the physical inventory of each property management area when a new property custodian is assigned.
- b. Reporting to the Center Director, in writing, any conditions revealed as a result of any inventory that indicates more than minor non-compliance with the NASA and KSC policies and procedures for equipment management.

8.1.6. GENERAL PROVISIONS

- a. Physical inventories are conducted to determine accurate record balances of equipment, verify custodial responsibility and physical locations, locate and identify missing or unrecorded items, and determine what equipment is excess, unused/ underutilized, worn out or in need of repairs.
- b. The following three types of equipment inventories will be mandatory:
 - (1) Triennial Inventory: A complete physical inventory is to be taken at least once every three years. This requires a "wall-to-wall, floor-to-ceiling" sighting and recording of all controlled equipment items including those that meet control criteria but are unrecorded, e.g. the three-year cycle began on January 1, 1998, and will be conducted every three years (2001, 2004, 2007, etc.). (See Figure 8-1-1 and 8-1-2)
 - (2) New Property Custodian Inventory: A complete physical inventory of all controlled equipment/sensitive items charged to a property custodian will be taken at the time that custodial responsibility for a property management area passes to a new property custodian.
- c. Special inventories, other than those described in paragraph 8b, may be taken at the discretion of the KSC SEMO.
- d. Items on loan to other property management areas will be included in the inventory by referencing the property custodian's loan records. The loan records will then be verified by checking them against the inventory of the borrowing custodian if already taken or by a physical check.
- e. Annual audits of controlled equipment records will be conducted in conjunction with the triennial or annual inventories, as appropriate.

8.1.7. PROCEDURES

- a. Triennial Inventory of Controlled Equipment
 - (1) The KSC SEMO or designee
 - (a) Prepares and maintains an inventory schedule for accomplishing triennial inventories.

- (b) Will inform property custodians, in writing, of a planned inventory at least 30 calendar days in advance. This includes requirements regarding actions that need to be taken prior to the actual inventory.
- (c) Verifies and ensures the property custodian has a current record of all controlled equipment charged to the custodian's property management area.
- (d) Conducts (via the J-BOSC) a "wall-to-wall, floor-to-ceiling" sighting of all items of equipment in the property management area.
- (e) Takes action as follows when the equipment is Found on Station (FOS) during the inventory:
 - 1. Identifies untagged property meeting the criteria for controlled equipment.
 - 2. Obtains a written determination from the using organization with the reason why control was not established at the time of receipt and the corrective action to be taken to prevent recurrence.
 - 3. Enlists the applicable property custodians to conjunctively conduct an investigation into the circumstances resulting in the FOS condition.
 - 4. With the aid of the property custodian, obtains all of the data that is required to establish the items on the NEMS record & generate a NASA Form 1602 from NEMS.
- (f) Ensures that equipment FOS is tagged within 30 days of completion of the inventory and ensures that NASA control establishes the item on the NEMS record.
- (g) Identifies any property assigned to another KSC property management area and checks the loan is documented so the property is returned to the proper custodial property management area after the inspection.

NOTE: Property on loan from an installation other than KSC will be recorded on the check-off sheet and annotated as having been inventoried on the loaning document.

- (h) Verifies items on loan from the property management area being inventoried against the property custodian's and loanee's records.
- (i) Identifies on the check-off list any equipment which is worn out, in need of repair, or appears to be underutilized or excess, for later appropriate action.
- (j) Provides a report on an appropriately marked KSC Form 7-583NS, "Results of Controlled Property Inventory," showing the results of the triennial inventory to the applicable property custodian, the division/office chief of the property custodian, and an information copy (for contractor property custodians only) to the applicable contracting officer.

NOTE: Failure of any property custodian or division/office chief or equivalent contractor organization head to respond satisfactorily will be brought promptly to the attention of the director of the responsible organization.

- (k) Adjust NEMS records as required within 60 calendar days of the completion of the inventory, the on basis of documentation provided by the property custodian.
- (l) Assures that copies of the documents affecting on-hand quantities or unit cost are also forwarded to NEMS Control for similar adjustment of the NEMS records.
- (m) Provides the responsible division/office chief or equivalent contractor organization head an analysis of the results of the triennial inventory.

(2) The Property Custodian:

- (a) Assists the inventory personnel in the identification of material and in resolving discrepancies which may arise during the physical count.

NOTE: Inventories in multi-user property management areas will be conducted by individual property custodian account. Final

determination of ownership/custodianship of untagged Equipment in these areas will not be made until the KSC SEMO has consulted all users in the area.

- (b) Furnishes supporting documentation to the KSC SEMO, when required, to substantiate overages (NASA Form 1602) or shortages of Equipment (NASA Form 598 or DD Form 1149 as applicable) disclosed during the inventory.
- (3) The Chief, Cost and Property Accounting Branch makes appropriate adjustments to reconcile financial records with the NEMS Equipment records.

New Property Custodian Inventory

- (4) The outgoing property custodian or division/office chief or equivalent contractor head (if the property custodian has left the organization):
 - (a) Uses the current listing of all current/sensitive items assigned to the property management area generated from NEMS by NEMS Control.
 - (b) Conducts a joint inventory with the newly assigned property custodian.
 - (c) Reconciles the inventory results with the NEMS accountable records.
 - (d) Prepares a NASA Form 598, "Survey Report," for all items not found during the transfer of the inventory.

NOTE: If the new custodian accepts transfer of an account prior to submission of a Survey Report on a missing item, the new custodian will be responsible for submission of the Report.

- (e) Prepares in conjunction with the gaining custodian, a Certification of Transfer, signs all copies jointly with the newly assigned custodian, and obtains approval of the KSC SEMO.
- (5) The Newly Assigned Property Custodian:

- (a) In conjunction with the losing custodian, will conduct a complete inventory of all controlled equipment in the account before assuming property custodian responsibilities.
- (b) Reviews documentation generated as a result of the inventory to ensure the inventory records have been reconciled with the NEMS equipment records.
- (c) As part of the inventory, satisfy the following requirements:
 - 1 Verify that recorded equipment is still on hand.
 - 2 Confirm or determine current location and custodial responsibility for equipment.
 - 3 Identify unrecorded equipment which qualifies for control.
 - 4 Locate or identify missing equipment.
 - 5 Identify equipment obviously unused or in need of repair.

Sign and forward to the KSC SEMO for approval, all copies of the Certificate of Transfer letter.

National Aeronautics and
Space Administration
John F. Kennedy Space Center
Kennedy Space Center, FL 32899



Reply to Actn of LO-N1-P

January 9, 1998

TO: DD-M2/James Smith
FROM: LO-N1-P/Equipment Manager
SUBJECT: Triennial Inventory of Controlled Equipment and Review of Equipment Records

A triennial inventory and a review of equipment records for Custodian Account NC00 will be conducted concurrently by this office.

- a. Physical Inventory: Your Property Custodian Account is scheduled for inventory beginning 2/9/98. The individual(s) conducting this inventory will be Shella Lyons from the EG&G Inventory Team.
 - (1) Your assistance in the location and identification of all items on your account is required in the conduct of this inventory. Access to operational, as well as storage cabinets and other areas where equipment may be stored, is necessary in order to comply with the "wall-to-wall, floor-to-ceiling" inventory concept.
 - (2) Equipment found in your area that is not tagged but meets the criteria for control, will be tagged and added to your account. Acquisition documentation for untagged items deemed "taggable" should be obtained in advance and provided to inventory personnel.
 - (3) Tagged items no longer meeting the criteria for control will be decontrolled during this inventory and dropped from equipment records.
- b. Records Review: In addition to the physical inventory, a review of property control records will be accomplished at this time. Records must be current and available in an organized manner for review.

The property custodian/alternate is responsible for resolving any discrepancies found during the inventory. Documentation (e.g., Survey Reports, Found on Station Investigations, Cannibalization Requests, etc.) must be submitted to LO-SOD-1 within 30 days of inventory completion.

If you have any questions concerning the above, or have a legitimate conflict with the date you are scheduled to begin inventory, contact the inventory team at 867-4805 or your LO-SOD-1 Equipment Coordinator at 861-1452.

Becky Dens

cc:
DD-M/S. Jones
DD-M2/C. Parker
BCC-157/K. Robinson

FIGURE 8-1-1
TRIENNIAL INVENTORY LTR

National Aeronautics and
Space Administration
John F. Kennedy Space Center
Kennedy Space Center, FL 32899



copy to ATR of LO-NI-P

March 23, 1998

TO: DD-M2/James Smith
FROM: LO-NI-P./Equipment Manager
SUBJECT: Results of Controlled Property Inventory

The results of the Triennial I or Sensitive Item N/A inventory for property account NO 00 which began on 03/04/98 and was completed on 03/23/98 are as follows.

- a. Number of recorded items to be inventoried: 43, valued at \$75,249.00
- b. Number of recorded/selected items found during the inventory: 41, valued at \$75,009.00
- c. Number of items added to the account: None, valued at \$ -0-
- d. Number of items decontrolled during the inventory: None, valued at \$ -0-
- e. Equipment not located during the inventory (with approved documentation):

Excess	<u>None</u>	Value \$ <u>-0-</u>
Repair	<u>None</u>	Value \$ <u>-0-</u>
Transfer	<u>None</u>	Value \$ <u>-0-</u>
Other	<u>None</u>	Value \$ <u>-0-</u>
- f. Equipment not located and not documented by approved paperwork: 2, valued at \$240.00.

There were no discrepancies noted during this inventory, therefore no custodian action is required.

There were no item discrepancies found, however the recommendations noted on the enclosure should be implemented to comply with KSC property policies and/or improve custodian account manageability.

I Discrepancies were found during the inventory and corrective custodian action must be taken immediately (see enclosure). Documentation (e.g. Survey Reports, Found on Station Investigations, Cannibalization Requests, etc.) must be submitted to LO-NOP-1 within 30 days of inventory completion.

Questions concerning the results of this inventory should be directed to the EUSG Inventory Team, 867-4805 or your NASA Equipment Coordinator, 861-1452.

Backy Denis
Backy Denis

cc:
DD-M/S. Jones
DD-M2/C. Parker
BOC-157/R. Robinson

FIGURE 8-1-2
RESULTS OF CONTROLLED PROPERTY LTR

Chapter 8. PHYSICAL INVENTORY

Section 2. INVENTORY ADJUSTMENTS

8.2.1. PURPOSE

This section identifies the designated officials authorized to approve inventory adjustments and implement the provisions of NPR 4100.1.

8.2.2. APPLICABILITY AND SCOPE

This section is applicable to NASA/KSC elements involved in accomplishing inventory adjustments or inventory adjustment reports.

8.2.3. REFERENCES

- a. NPR 4100.1, "NASA Materials Inventory Management Manual"
- b. "NASA Financial Management Manual," Section 9250, paragraphs 124 and 127

8.2.4. GENERAL

- a. The Chief, Center Services, Spaceport Services, is designated as the official to approve inventory adjustment reports when any one line item has a value of \$1000 or more.
- b. The Chief, Center Services, Supply, Equipment, Transportation & Center Support Branch, is designated as the official to approve inventory adjustment reports when each line item has a value of less than \$1000. Employees designated to act for The Chief, Center Services, in his/her absence, may approve inventory adjustments within the limitations set forth in NPB 4100.1.

NOTE: The Chief, Center Services, will provide the Financial Management Office with the names of employees designated to act in his behalf during his/her absence.

8.2.5. PROCEDURES

- a. Officials having authority to approve inventory adjustments will adhere to the provisions of NPR 4100.1.

- b. The Chief, Financial Management Office, Comptroller, will make appropriate adjustments to financial management accounts in accordance with the "NASA Financial Management Manual," Section 9250, paragraphs 124 and 127, for inventory adjustment transactions appearing on the "Daily Supply Transaction for FIA" Report.

APPENDIX A

GLOSSARY OF TERMS AND DEFINITIONS

PREFACE

The terms and definitions included in this Appendix are for the use and ready reference of users of the KSC Supply and Equipment System. These terms and definitions were extracted from various KSC/NASA publications, e.g., NPR 4200.1 (as revised), "NASA Equipment Management Manual," and NPG 4300.1 (as revised), "NASA Property Disposal Manual."

GLOSSARY OF TERMS

ACCOUNTABILITY - See Property Accountability.

ACQUISITION - Acquiring material and/or capital equipment by purchase, lease, or by transfer from contractor plants, other NASA Installations or other government agencies.

ACCESSORY ITEM - An item which facilitates or enhances the operation of equipment but which is not essential for its operation, such as a remote control device.

AUXILIARY ITEM - An item without which the basic unit of equipment cannot operate, such as motors for pumps and machine tools.

ADMINISTRATIVE LEAD TIME - The time interval between initiation of procurement action and award of contract or placing of an order.

ADMINISTRATIVE OFFICE FURNITURE AND FURNISHINGS - Items in Federal Supply Groups 71 and 74.

ALLOCATION - The proposed distribution of spare parts to the locations of actual consumption (or for backup stocks) determined during the spares provisioning process.

ALTERNATE PART NUMBER - A part number that is interchangeable with another part number. Usually considered the same as a substitute part number.

ALTERNATE STOCK NUMBER - A stock number for an item that is interchangeable with another stock numbered item. Usually considered the same as a substitute stock number.

ARTIFACT - Unique specimens relating to the science and technology or aeronautics and astronautics and of flight in the atmosphere and space, including, but not limited to, spacecraft (both manned and unmanned), subsystems of the above, such as rocket engines, pressure suits, personal equipment, instruments, significant recorded data, operating directivess, photographs, motion picture and still camera film, sound tapes, training devices, simulators and memorabilia.

ASSEMBLY - Two or more items or any combination thereof, replaceable as a whole and joined together to perform a specific function.

AUTOMATIC DATA PROCESSING (ADP) - The processing (classifying, sorting, calculating, summarizing, recording, printing) of data through the use of electronic digital computers, communications channels and devices used with such computers and associated peripheral equipment. Includes preparation of source data in a form appropriate for such processing.

AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE) - Electronic digital computers, communications equipment and devices used with such computers and associated peripheral equipment, or any piece of equipment larger than a microcomputer, that does not meet the definition of office equipment as stated in this glossary (Page A-26). This also includes transcription and transmission devices are designated especially for producing media for mass data processing (such as punch cards, paper or magnetic tapes). This term does not include the office Equipment as defined in this glossary.

AUTOMATIC DATA PROCESSING SYSTEMS (ADPS) - The equipment, personnel, programs and application operations involved in the utilization of electronic data processing equipment (along with associated electric accounting machines) to solve business and logistics data processing problems, with a minimum of human intervention.

BACK ORDER - An action taken to record a commitment to a customer for an item that is not immediately available for issue.

JOINT BASE OPERATIONS CONTRACTOR (J-BOSC) - The KSC contractor responsible to provide all installation and base services for KSC, such as supply support, facilities support, security, etc. This contract is covered under the provisions of FAR 45-5.

BENCH STOCK - A 30-day supply of low-cost, high-usage expendable items maintained in a work or maintenance area and for which accountability is dropped upon issue to the bench stock custodian or operator.

BILL OF LADING, COMMERCIAL (CBL) - A nonnegotiable document by which a transportation line acknowledges receipt of freight and contracts for its movement.

BILL OF LADING, GOVERNMENT (GBL) - A Government limited liability contract covering transportation of property from one place to another. It is a receipt, identifies the consignee, serves as proof the shipment was delivered to the consignee, and serves as a basis for collection and audit of charges.

BILL OF MATERIAL - A list of materials and components required to produce a completed procurement item which represents the configuration of the latest design of the type and model specified in the manufacturer's contract.

BULK ITEMS - Raw materials and semi-fabricated items such as: hoses, electrical wire and cable, wire rope, tubes, sheets, bars, rods, extrusions, adhesives, tapes, lubricants, paints, protective coatings, and preservation compounds.

CALIBRATION PERIOD - The interval of time in which an instrument can be used before it must be recalled for recalibration.

CANNIBALIZATION -The removal of serviceable parts, components or assemblies from one piece of equipment to be used as a replacement in other equipment or to fabricate another end item.

CAPITAL EQUIPMENT - All items of equipment with an acquisition cost of \$100,000 or more and an estimated service life of one year or more, which will not be consumed in an experiment, and which can be identified as independently operable items, i.e., one item need not be integrated into another item in order to be operable.

CBL - See Bill of Lading, Commercial

CENTER - One of the functional Installations of the National Aeronautics and Space Administration (e.g., John F. Kennedy Space Center, Lyndon B. Johnson Space Center, George C. Marshall Space Flight Center, or Langley Research Center, etc.)

CENTRALLY REPORTABLE EQUIPMENT - Plant equipment, special test equipment (including components), special tooling, and nonflight space property (including ground support equipment), which is generally commercially available and used as a separate item or component of a system, and is valued at \$1,000 or more, and is identifiable by a manufacture and model number.

COLLATERAL EQUIPMENT - Encompasses building-type equipment, built-in equipment, and large substantially affixed Equipment, and is normally acquired and installed as a part of a facility project.

- (1) Building-Type Equipment - A term used in connection with facility projects meaning that Equipment which is normally required to make a facility useful and operable. It is built-in or affixed to the facility in such a manner that removal would impair the usefulness, safety, or environment of the facility. Such equipment includes elevators; heat, ventilating, and air conditioning systems; transformers; compressors; and other like items generally accepted as being an inherent part of a building or structure and essential to its utility. It also includes general

building systems and subsystems such as electrical, plumbing, pneumatic, fire protection, and control and monitoring systems.

- (2) Built-in or Large Substantially Affixed Equipment - A term used in connection with facility projects and is that unit of equipment of any type other than building-type equipment which is to be built-in, affixed to, or installed in real property in such a manner the installation cost, including special foundations or unique utility services, or the facility restoration work required after its removal, is substantial.

NOTE: For capitalization purposes, the costs and installation of the above equipment are generally included in the real property accounts. However, the cost of affixed equipment classified as controlled Equipment upon completion of a project will be recorded as such if it otherwise meets the capitalization criteria in FMM 9250-32.

COMMERCIAL BILL OF LADING - See: Bill of Lading, Commercial.

COMMODITY - A group of items or material that possesses similar characteristics, have similar applications, or are managed by similar supply management techniques.

COMMON ELECTRIC PARTS (CEP) - Items whose physical and design characteristics conform to a federal, military, or approved commercial specification and are suitable for use in more than one model of electronic equipment or other equipment by using electronic parts. By their physical and design characteristics, they are susceptible to a variety of applications and a high degree of interchangeability. They are common in they are not specifically built for a particular model of Equipment, peculiar to one office or center. They are generally available from sources other than the equipment manufacturer. They have a short procurement lead time and are susceptible to production run manufacture. Examples of common electronic items are most prevalent in the following areas: capacitors, resistors, electron tubes, tube sockets, and transistors.

COMMON PART - A part or item that is used by more than one fabricating contractor supplying equipment for the system. The principal use of this term is to identify items are included on a common parts list of any single system. It is frequently, but erroneously, used synonymously with standard parts.

COMPETITIVE PROCUREMENT ITEMS - Replenishment spare parts obtained by means of solicitation of two or more qualified sources presumed to be acting independently to secure an order by offering or negotiating the most favorable price, quality and delivery terms; or items obtained by formal advertisement of requirement to all known qualified sources.

COMPONENT - An assembly or any combination of parts, subassemblies and assemblies, and assemblies mounted together and normally capable of independent operation in a variety of situations.

CONDITION CODE - A code assigned to indicate the physical condition and usability of equipment or material.

CONSUMABLE ITEMS - See: Expendable Item.

CONTAINER - A portable device, such as tanks, drums, cylinders, cans, ampules, vials, boxes, etc., in which hazardous materials are contained, stored, transported, or dispensed.

CONTRACT - A legal binding agreement between the U.S. Government and a second party which in addition to the terms and conditions thereof, includes by reference or attachment, specifications, drawings, exhibits, and other data necessary to accomplish proper performance of the terms and conditions of the agreement.

CONTRACTING OFFICER - Contracting Officer means any employee of NASA who is currently designated as a Contracting Officer with the authority to enter into and administer contracts and make determinations and findings with respect thereto.

CONTRACT NUMBER - A unique identifier assigned to each NASA contract according to the NASA FAR Supplement (NFS).

CONTRACTOR - The supplier of the end item and associated support items to the government under the terms of a specific contract.

CONTRACTOR ACQUIRED EQUIPMENT - Property procured or otherwise provided by a contractor to accomplish a contract, title to which is vested in the U.S. Government.

CONTRACTOR SUPPORT - That labor, services or material provided by a contractor to fabricate or modify an end item, or accomplish an approved mission task.

CONTROLLED EQUIPMENT - All equipment with an acquisition cost of \$1000 or more, that has an estimated service life of 2 years or more, which will not be consumed or expended in an experiment, and selected items of equipment over and above \$500 designated and identified as sensitive by the KSC SEMO.

CONTROLLED EQUIPMENT MANAGEMENT AREA - See: Property Management Area

CONTROLLED PERSONAL PROPERTY - All controlled equipment and selected items of equipment designated as sensitive for *which* custodial responsibility has been established and for which detailed property records are maintained by the KSC SEMO.

CUSTODIAL RECORDS - Written memoranda or identifying checks of any description or type used to control items of equipment, such as requests, issue hand receipts, tool checks, stock records, machine records, etc.

CUSTODIAL STORAGE- Custodial storage is the temporary transfer of storage responsibility from the KSC using organization to the KSC Material Management Branch. Custodial storage actions generally result when the using organization has inadequate storage space.

DATA RETENTION PERIOD - The time interval that magnetic tapes or any other material containing recorded data are to be retained for data purposes.

DEFENSE LOGISTICS AGENCY (DLA) - The central Government agency that accomplishes procurement and distribution of commodities, electronic components, equipment, armored vehicles, pyrotechnics, etc., utilized by Defense Department agencies.

DELAYED PROCUREMENT ITEMS - Those high-cost insurance type items jointly selected by the contractor and the Government for which complete fabrication and/or assembly may be delayed, pending demand for the item by the government agency.

DEMURRAGE - A charge made by vendors for returnable containers or carrier vehicles held in excess of the free loan time allowed by the terms of a material purchase or transport contract.

DEPOSIT - An outlay required by vendors to guarantee the return of their containers when the contents have been removed or consumed.

DETAIL DRAWING - A drawing delineating information to describe an item, including form, dimensions, material, finish, tolerances, and other requirements as applicable. A detail drawing is also used to delineate parts of buildings or structures, and to depict the relationship of the various parts, their sizes, contour, and materials of construction.

DEVIATION - A specific authorization, granted before the fact, to depart from a particular requirement of a contract, specification or other related requirement.

DIVISION/DIRECTORS/CHIEFS - The principal equipment using officials in the (SC Equipment Management Program with direct responsibility for the equipment assigned to their organization, including all aspects of its use and condition.

DISPOSAL - The process of transferring NASA excess personal property to another federal agency, or donating, selling, abandoning, or destroying surplus personal property.

DISPOSAL AREA - A secure area set aside for the staging of excess or surplus property pending disposal disposition by proper authority.

DIVISION/OFFICE CHIEF - This level applies to the first line supervision below staff offices, program/project offices and first and second level directorates or comparable contractor officials.

DOCUMENT NUMBER (DN) - A 14-digit alpha-numeric number used to identify and control each requisition, issue, or turn-in document, or computer transaction. Sometimes called Document Control Number.

DUE-IN - The quantity of an item expected to be received from a procurement source, transfer or reclamation and recovery.

DUE-OUT - the quantity of an item requisitioned but not issued which is recorded as a requirement or back order for future issue.

EASTERN SPACE AND MISSILE CENTER (ESMC) - The USAF Systems Command organization located at Patrick Air Force Base, and whose units are PAFB, Cape Canaveral Air Station (CCAFS), and down-range installations.

ECONOMIC ORDER QUANTITY PRINCIPLE (EOQ) - A supply technique used to compute replenishment order quantities of consumable material whereby the cost to order is equated against the cost of carrying the inventory to achieve the most economical procurement, storage and inventory practices. An optimum method for computing operating levels of supply after considering the cost elements involved.

EMPLOYEE-OWNED PROPERTY - Property owned by an employee which can be identified readily as personally-owned.

EMPTY CONTAINER - A container that previously held a hazardous material is considered empty (will not contain the one inch residue per DOT regulations) only

if it has been rendered safe and certified by the cognizant hazardous material organization.

END ITEM - A final combination of end products, components, parts, or materials which is ready for its intended use, e.g., Orbiter, receiver, amplifier, recorder, ground support Equipment, etc.

ENGINEERING CHANGE ORDER (ECO) - A notice of an approved design, or documentation change to a previously released design drawing or specification.

EQUIPMENT - An item of real or personal property in the configuration of a mechanical, electrical or electronic apparatus or tool, normally costing in excess of \$50, which may perform a function independently or in conjunction with other Equipment or components.

EQUIPMENT ACQUISITION DOCUMENT (EAD) - NASA Form 1511, to be completed and forwarded for NASA Headquarters approval when an item of Equipment valued at \$250,000 or more, or a group of items valued at \$1 million or more for the same purpose, is proposed to be acquired with R&D funds for use at a NASA Installation.

EQUIPMENT CONTROL - The maintenance of records or documents of equipment transactions which provide information as to item identification, description, and current physical location.

EQUIPMENT FOUND ON STATION - Any equipment for which formal accountability has not been established.

EQUIPMENT MANAGER - The individual/office at KSC designated as having responsibility for the review and approval/disapproval certification of all KSC requests for equipment with a unit acquisition cost of \$1000 or more, or sensitive items. Additionally, the Equipment Manager determines disposition of existing equipment in terms of availability and suitability to meet the operational requirements of equipment users.

EQUIPMENT CONTROL NUMBER - The identification number assigned and affixed to each item of equipment for control purpose (tag/decal number).

EQUIPMENT CONTROL NUMBER REGISTER - A written record of the assignment of the Equipment Control Number.

EQUIPMENT POOL - The collection, at a central point, of equipment under control for issue to individuals or organizations.

EQUIPMENT RECORD - A record maintained in the NASA Equipment Management System (NEMS) by the KSC SEMO which provides selected information about each controlled equipment.

EQUIPMENT REUTILIZATION SCREENING - The examination of existing equipment documentation for the purpose of fulfilling equipment requirements through reassignment.

EQUIPMENT SYSTEMS - Assemblies of component equipment items designed and operated to accomplish specific functions.

EQUIPMENT UTILIZATION PROGRAM - A program to ensure maximum effectiveness in the management and utilization of NASA equipment.

EQUIPMENT VISIBILITY SYSTEM (EVS) - See: NEMS Reutilization.

EXCESS - Classification assigned to material for which there is no requirement at a particular operational level.

EXCESS CONTRACTOR INVENTORY - Any property provided to, and in possession of a contractor, or subcontractor under Government contract, which is in excess of the amounts needed to complete full performance of a contract, or which becomes excess as a result of termination or completion of a contract.

EXCESS PERSONAL PROPERTY - Personal property not required for the needs and discharge of the missions assigned KSC, but which may be redistributed for use elsewhere within NASA or among other federal agencies.

EXPEDITE PRIORITY SYSTEM - The process of accelerating the acquisition of material, supplies and equipment (stock and non stock) from the KSC Supply and Equipment System by the use of numeric codes which express the relative importance and urgency of need of the requirement.

EXPENDABLE ITEM - Spares and materials which are consumed when used or which lose their identity through incorporation in, or attachment to, an end item and which normally are not repaired when they become unserviceable.

FABRICATED ITEM - Personal property which is manufactured for or constructed by the using organization. Fabricated items meeting the controlled equipment criteria will be controlled.

FACILITIES CONTRACT - A contract type under which Government facilities and equipment are provided to the contractor by the Government for use in connection with the performance of a separate related procurement or support services contract for supplies or services. The term includes facilities acquisition contracts, facilities use contracts, and consolidated facilities contracts.

FEDERAL ACQUISITION REGULATION (FAR) - The primary regulation for use by all federal executive agencies in their acquisition of supplies and services with appropriated funds.

FEDERAL ITEM IDENTIFICATION - An approved item identification, consisting of the minimum data adequate to establish, directly or indirectly, the essential characteristics of the item which gave the item its unique character, making it what it is and differentiating it from every other item of supply used by the Federal Government, to which is assigned a National Stock Number.

FEDERAL SUPPLY CLASS (FSC) - The first four digits of a stock number. Each class covers a relatively homogeneous area of commodities with respect to their physical performance characteristics or the items included are usually requisitioned or issued simultaneously.

FEDERAL SUPPLY CODE FOR MANUFACTURER (FSCM) - A 5-digit code assigned to manufacturers and also to certain special non manufacturing organizations in order to facilitate the processing of catalog data. The codes are obtained from the Federal Cataloging Directives, H4-1 and H4-2.

FEDERAL SUPPLY GROUP (FSG) - The first 2 digits of a Stock Number that designate a broad category of commodities which are further subdivided into classes by the second 2 digits of the Federal Supply Class number.

FEDERAL SUPPLY SCHEDULE CONTRACT - A contract established by the Federal Supply Service, General Services Administration, for common use classes of supplies and services available directly from contractors at stated prices for a given period of time, subject to stated minimum and maximum order limitations.

FINANCIAL PROPERTY ACCOUNTING - The establishment and maintenance of property accounts in monetary terms; the rendition of property reports in monetary terms.

FIXED ASSETS - Assets of a permanent character having a continuing value such as land, buildings, other structures and facilities, including collateral and noncollateral equipment meeting the criteria for capitalization.

FORCE/ACTIVITY DESIGNATOR (F/AD) - A Roman Numeral code assigned to NASA programs to express the importance of ongoing programs in terms of overall government missions/ responsibilities.

GBL - See: Bill of Lading, Government.

GENERAL SERVICES ADMINISTRATION - The central Government agency which provides support for various services (e.g., motor pools and excess material disposal) and procurement and distribution of commodities generally utilized by all other Government agencies.

GOVERNMENT BILL OF LADING - See: Bill of Lading, Government.

GOVERNMENT-FURNISHED EQUIPMENT (GFE) - Equipment in the possession of or acquired directly by the Government and subsequently delivered or otherwise made available to a contractor to accomplish the terms of a contract.

GOVERNMENT FURNISHED PROPERTY (GFP) - Any item of Government property provided a Government contractor for incorporation in the end item to be produced or otherwise consumed in the performance of a contract.

GOVERNMENT-OWNED RETURNABLE CONTAINERS - Containers which belong to the U.S. Government which are specified in a contract.

GOVERNMENT PROPERTY - All property owned by or leased to the Government, or acquired by the Government under the terms of a contract. Included are both Government-Furnished Property and contractor-acquired property.

GOVERNMENT PROVIDED EQUIPMENT - Equipment either furnished to a contractor, as in Government-Furnished equipment, or acquired by the contractor as in Contractor-Acquired. equipment

GRATUITOUS PROMISE - A voluntary promise by the contractor or manufacturer to the Government to repair or replace defective items. The promises are usually included in the package or shipping container and are not contractually included in the package or shipping container and are not contractually enforceable.

GROUND SUPPORT EQUIPMENT (GSE) - Non-flight Equipment, implements and devices required for the handling, servicing, inspection, testing, maintenance, alignment, adjustment, checking, repairing, and overhauling of an operational end item, a subsystem, or component thereof. This may include Equipment required to support another item of GSE as defined herein.

HAZARDOUS MATERIAL - Any chemical substance which is a Physical Hazard or a Health Hazard.

- a. Health Hazard - A chemical substance for which there is statistically significant evidence, based on at least one study conducted in accordance with established scientific principles, that acute or chronic health effects may occur in exposed employees. The term "Health Hazard" includes chemicals which are carcinogens, toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.
- b. Physical Hazard - A chemical substance for which scientifically valid evidence exists that it is a combustible liquid, a compressed gas, an organic peroxide, an oxidizer, explosive flammable, pyrophoric, unstable (reactive) or water reactive.

HAZARDOUS WASTE - Any waste or combination of wastes of a solid, liquid, gaseous or semi-solid form which requires special management in waste handling, processing, and disposal for protection of human health or the environment. Hazardous waste includes, but is not limited to, wastes containing substances which are corrosive, flammable, reactive, or toxic. A listing of specific hazardous wastes and hazardous waste characteristics is provided in 40 CFR(as revised). For the purposes of this requirement, the definition of hazardous wastes shall exclude radioactive and infectious wastes.

HIGH VALUE ITEM - An item whose monetary worth is such that it is procured in ultraconservative quantities and then is subjected to special handling and management controls. These items are normally selected not only on the basis of their unit cost, but also on the basis of their total value.

INDUSTRY STANDARD ITEM - Those items approved for general commercial usage and for which dimensional and quality requirements are contained in an industrial standard document developed and promulgated by a technical society, trade association or federation (e.g., SAE, HAS, ASA, etc.).

INSPECTION - The examination including testing of contractor fabricated work end items, and services to determine conformance to contract requirements.

INSTRUMENTATION MAGNETIC TAPE - Is either analog or digital and is normally used for recording information during checkout, launch, flight missions, or other scientific tests.

INSURANCE ITEM - Material for which there may be an occasional intermittent request for issue but not sufficiently repetitive to warrant classification as a regular stock item; but for which prudence requires that a nominal quantity be stocked for the reason the essentiality of the item and the lead time required to obtain such an item by purchase would create an unacceptable situation if no stock was carried.

INTERCHANGEABLE ITEM - When two or more items possess such functional and physical characteristics as to be equivalent in performance and durability and capable of being exchanged one for the other without alteration of the items themselves or of adjoining items except for adjustment and without selection for fit or performance.

INVENTORY CONTROL - That phase of logistics which includes managing; cataloging; requirements determination; procurement; distribution; scheduling for overhaul; and disposal of material. It is synonymous with material control, material management and supply management.

INVENTORY CLASSIFICATIONS - The following uniform classification system will be used for all materials inventory in NASA and all inventory records will be identified accordingly. Items will be reclassified as necessary to ensure a current reflection of their status.

- a. Stores Stock Material Inventory Status Code 1- Material being held in inventory by the installation which is repetitively procured, stored, and issued on the basis of recurring demand. Items which are common to several programs or projects, and which meet the criteria for stockage under NPR 4100.1 (NASA Materials Inventory Management Manual), will be classified as stores stock.
- b. Program Support Material (also called Program Stock) (Inventory Status Code 2).

Inventories acquired by direct purchase or by issue from stores stock including:

- (1) Items of a special or unique nature; or
- (2) Items acquired for a specific program or project.
- (3) Items, including raw materials, held for consumption in a shop, tool crib, or bench stock. Program support material may include, but is not limited to:
- (4) Spare parts, replacement assemblies, etc., for aircraft, launch vehicles, spacecraft, or ground support Equipment; and
- (5) Expendable flight hardware, including launch vehicles (e.g., Scout, Delta, Saturn, Titan), sounding rockets, or nonrecoverable satellites and spacecraft.

(6) Manufacturing aids and special tooling which will be consumed in a fabrication process.

c. Standby Material (also called Insurance Items (Inventory Status Code)

Items held in inventory for unspecified contingencies for which there is no normal recurring demand. The items must, however, be immediately available to meet emergency requirements so as to preclude delay which might result in loss, damage, or destruction of government property, danger to life, or substantial financial loss to the government due to an interruption of operations.

d. Non-Stock Material (Inventory Status Code 6) - Items not in stock but that can be obtained by a request and degree of urgency as determined by the requester.

INVENTORY MASTER FILE - The composite of data entries showing, by item, the ownership; purpose; condition; location; balance on hand; due-in; or back-ordered quantities and such other management information as may be prescribed by competent authority. It is the primary source of recorded data influencing inventory control, supply distribution and financial management decisions and actions.

INVENTORY (ITEM) MANAGER - The head of a supply echelon having Center-wide direction and control of supply responsibilities for an assigned commodity, system or program.

ITEM NAME - A name approved by the Directorate of Cataloging, Defense Logistics Service Center (DLSC), Defense Logistics Agency, and published in Cataloging Directive H6-1 and its supplements.

ISSUE PRIORITY DESIGNATOR CODE - A numeric code assigned to an individual request to express the relative importance and urgency of need for requisitioned items. The applicable code is determined by using the Force/Activity Designator in combination with the Urgency of Need Designator.

ISSUE - The process of providing material from inventory for use or consumption.

ISSUE RATE - The average number of issues occurring per unit of time for an item of supply.

JULIAN DATE - The date expressed as a 4-digit number. The first digit (extreme left) indicates the last digit of the year i.e., 8 for 1998. The next three digits

indicate the day within year, i.e., December 31, 1998, is expressed as 8366. (Under KIMS, also expressed in five digits, e.g., 80366).

JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION (SMALL PURCHASES)- A statement prepared and signed by the requisitioner and approved by the Contracting Officer when sole source is recommended for items are estimated in value at \$1,000 and above, up to \$25,000. (If \$25,000 and above, a JOFOC is required). A JOFOC for small purchases may be written on the PR itself, or attached to it.

JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION (JOFOC)
- The document prepared in accordance with FAR 6.303-2 which describe the acquisition (\$25,000 and above) and justifies the use of other than full and open competition, pursuant to 10 U.S.C. 2304(c), The Competition in Contracting Act.

KENNEDY INVENTORY MANAGEMENT SYSTEM (KIMS) - A total ADP system for the management and support of KSC and VAFB supply operations. It is a user oriented tool by which NASA and NASA/DOD contractors will operate and manage supply inventories in support of the KSC and VAFB missions.

KITS- See: Modification Kits, Parts Kits.

KSC PRINCIPAL EQUIPMENT USING OFFICIALS -(Division/Directors/Chiefs) Heads of organizational units reporting to a first-level Director or Program/Project Manager, and those reporting directly to the Center Director (except for first level Directors and Program/Project Managers) and comparable contractor officials are the principal equipment using officials in the NASA Equipment Management Program at KSC.

KSC SUPPLY AND EQUIPMENT MANAGEMENT OFFICER (SEE: SEMO)

KSC STOCK NUMBER (KSN or LSN) - A locally assigned number to an item at KSC for inventory management purposes. These numbers are not assigned to items which are identified by a National Stock Number (NSN).

KSC SUPPLY AND EQUIPMENT SYSTEM - The logistics operation at KSC responsible for providing support in the control and accountability of property; cataloging; standardization; requisitioning; warehousing; and disposal of equipment and materials.

KSC, STS RESIDENT OFFICE, VANDENBERG AFB, CA - The organizational segment of KSC contingent personnel providing mission support at Vandenberg Air Force Base, California.

LEAD TIME - The length of time required to obtain an item. The period of time is from the initiation of the request to the receipt of the item to the supply system/requester.

LEASED EQUIPMENT- Equipment that has been conveyed by or to NASA by contract for a certain time period in consideration of payment of a rental fee.

LEVELS OF PROTECTION - The degree of preservation, packaging and packing required to prevent deterioration or damage to material and equipment, due to the hazards to which they may be subjected during shipment and storage.

LINE REPLACEABLE UNIT (LRU) - Any item whose replacement constitutes the optimum organizational maintenance repair action for a higher indenture item (i.e., assembly which can be removed and replaced as a unit from the system at the operating location).

LOANED EQUIPMENT- Equipment in temporary use by other than the accountable organization.

LOCAL STOCK NUMBER (LSN) - See: KSC Stock Number.

LOGISTICS SUPPORT CENTERS - An activity established adjacent to a facility or work area concentration for the purpose of furnishing supply support and supply support services to all organizations and functional activities in the immediate area(s) which require such service. Each LSC will provide a single point of contact with the KSC Supply System, and will receive, stock and issue material and supplies required by the area(s).

LONG LEAD TIME ITEMS - Those items which, because of their complexity of design, complicated manufacturing processes, or limited production, may cause production or procurement cycles which would preclude timely or adequate delivery, if not ordered in advance of normal provisioning.

LONG-TERM LOAN - Property on loan to or from KSC for a period in excess of one year.

MAINTENANCE- The function of retaining material in or restoring it to operating condition. It includes repair cycle activities at any level of maintenance as well as the servicing cycle.

MAINTENANCE AND REPAIR OF EQUIPMENT - Recurring day-to-day, periodic, or scheduled activity required to keep equipment in working condition, or to restore it or its components to a condition substantially equivalent to its original designed capacity and efficiency.

MAINTENANCE LEVELS

- a. Organizational Level: - Maintenance performed on vehicle subsystems and related support equipment in direct support of the turnaround flow. It includes scheduled and unscheduled maintenance actions required to inspect, service, calibrate, replace, repair, and modify in place, and reverify (sub) systems and associated components.
- b. Intermediate Level: - Maintenance that is performed in direct support of organizational level maintenance and involves disposition; repair; service; modification; calibration; and reverification of items removed during organizational maintenance.
- c. Depot Level: - Maintenance that is performed by designated maintenance sources (e.g., manufacturer, USAF Air Logistic Centers, NASA Centers, etc.). It normally consists of maintenance that requires MGE, facilities or skills which are not economically available at the intermediate level (e.g., repairing; modifying; overhauling; reclaiming; or rebuilding; parts; assemblies; subassemblies; components and end items; manufacturing of unavailable parts; and providing technical assistance to the organizational and intermediate levels.

MAINTENANCE SERVICE CONTRACT - A signed agreement providing that for a specified fee, a contractor will provide periodic maintenance/service/repair for machines identified in the contract during a specified period of time.

MANUFACTURER'S IDENTIFICATION - The actual manufacturer's name, registered trademark or Federal Supply Code Manufacturer, as listed in Federal Cataloging Directives H4-1 and H4-2.

MANUFACTURER'S MODEL NUMBER - The identification of a single type item of a manufacturer's product line.

MANUFACTURER'S PART NUMBER - A number used to identify an item by the manufacturer who controls the design, characteristics and production of the item by means of his engineering drawing, specifications and inspection requirements.

MATERIAL - Supplies; materials; parts; components; assemblies; and items which do not meet the criteria for capitalization.

MODIFICATION - A change in the design of an item effected in *order* to correct a design deficiency, to facilitate production, or to improve operational effectiveness.

MODIFICATION KIT - A group of parts and material which are assembled, stored and issued as a unit for accomplishing a modification to equipment, a structure, etc.

NASA EXCESS - Personal property which is determined to be unnecessary to the needs and discharge of the responsibilities of all NASA Installations.

NASA DRAWING/PART NUMBER - A number which identifies an item to a NASA drawing.

NEMS Equipment Record - See Equipment Record.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS) - An on-line, agency wide equipment management system that provides accountability, management and visibility of controlled equipment at NASA Installations. This includes that property owned by the Government but controlled by NASA contractors under FAR 45-5. At KSC, this includes equipment controlled by NASA, J-BOSC, SPC, and PGOC.

NEMS REUTILIZATION SYSTEM - A NASA wide data retention and retrieval subsystem of NEMS that contains and provides on-line basic information about items of equipment held by NASA Installations and associated contractors. The system is utilized by screening (prior to acquisition) the possibility that other centers or KSC organizations may have the needed equipment available for use.

NEMS REUTILIZATION CENTRAL DATA BANK (CDB) - A computerized data file utilized for on-line screening by NASA Installations, that contains information about all NASA Equipment costing \$1,000 or more, including items of unique equipment.

NEMS REUTILIZATION COORDINATOR - The individual responsible for managing NEMS reutilization within the installation to which assigned. Each

NASA Installation is assigned a NEMS Reutilization Coordinator who serves as the focal point for its system operations.

NATIONAL STOCK NUMBER (NSN) - A discreet identifying number assigned to each item of supply within the Federal Catalog System. A data chain consisting of the four-digit Federal Supply Classification, a two-digit country code and a seven-digit Federal Item Identification Number in that order. May also have a two-character Dual Cognizance Code, a one character Material Control Code prefix, and a two-character Special Material Identification Code suffix.

NEXT HIGHER ASSEMBLY - The part of assembly on which a piece is physically attached.

NOMENCLATURE - A name approved by the Directorate of Cataloging, Defense Logistics Service Center (DLSC), Defense Logistics Agency, and published in Cataloging Directive H6-1 and its supplements. Abbreviations must conform to MIL-STD-12B. If not contained within the Directive, the basic noun word which establishes the basic concept of an item.

NONCAPITAL EQUIPMENT - Items of equipment with an acquisition cost of less than \$100,000.

NON-CERTIFIED REUSE - The repetitive use of magnetic tape without benefit of the formal certification processing.

NONCOLLATERAL EQUIPMENT - Noncollateral Equipment imparts to the facility or test apparatus its particular character at the time; e.g., furniture in an office building; laboratory equipment in a laboratory; test equipment in a test stand; machine tools in a manufacturing facility; etc., and is not required to make the structure or building useful or operable as a structure or building. Such equipment, when acquired and used in a facility or a test apparatus, can be severed and removed after erection or installation without substantial loss of value or damage thereto or the premises where installed.

NONCONTROLLED EQUIPMENT - Items of equipment not designated as sensitive which have an acquisition cost of less than \$1,000 and are not designated as sensitive items.

NONEXPENDABLE ITEM (TOOL) - See: Controlled Equipment.

NONRECURRING DEMAND - A material request made to the Supply System on a "one-time" basis. Normally, material is requested to provide initial stockage

quantities, meet planned programmed requirements, and to meet "one-time" project or maintenance requirements.

NONREPAIRABLE ITEM - Items which cannot be economically restored to a serviceable condition.

NONREPORTABLE PROPERTY - Excess personal property that does not meet the minimum requirements as specified in NPG 4300.1 (NASA Property Disposal Manual), Appendices H and J.

NONSTOCK ITEM - An item not carried in the KSC Supply and Equipment System but which may be procured to satisfy a requirement as required.

OFFICE EQUIPMENT - Any piece of equipment that is classified as a microcomputer; personal computer (PC); CRT terminal; terminal (except those connected to a mainframe); typewriter; machine; or any other hardware that can sit on a desk or stand.

ON ORDER - That quantity of an item of supply requisitioned from a supply source which has not been delivered, received or accepted by the requesting agency.

OVERHAUL - The process of restoring an item to a serviceable condition by disassembling the item, inspecting the condition of each of its component parts, followed by inspection and operational tests.

PACKAGING - The cleaning; drying; preserving methods; protective wrapping; cushioning; interior containers; exterior containers; and identification markings required to prevent or reduce deterioration.

PART - One piece, or two or more pieces, joined together, which are not normally subject to disassembly without destruction of designed use.

PARTS CHANGE NOTICE (PCN) - A document that designates approved engineering changes of a part or parts to be used in modifications or fabrication of an end item.

PARTS KIT - A group of parts and materials selected in accordance with established criteria and normally consolidated in one external package to be identified as one line item of supply. Also Repair Kit.

PARTS KIT SUPPORT CONCEPT - A procedure whereby supporting spare parts and materials are provisioned, purchased, stocked, and issued in kit form rather than as individual or separate items of supply.

PAYLOAD GROUND OPERATIONS CONTRACT (PGOC) - The KSC contractor responsible to provide all payload and ground operations support. This contract is covered under the provisions of FAR 45-5.

PER-CALL SERVICE - Repairs to machines provided by a vendor/contractor when called. Charges for per-call service are based on labor and price of parts furnished.

PERSONAL PROPERTY - Property of any kind, including Equipment, materials, and supplies, but excluding real property.

PERSONALLY ATTRACTIVE ITEMS - Sensitive items or items which are highly desirable for personal use, such as photographic equipment; watches; hand power tools; precision measuring instruments; including portable meters and micrometers.

PETROLEUM, OIL AND LUBRICANTS (POL) - Materials that contain petroleum, oil or lubricant ingredients.

PHYSICAL INVENTORY - The determination, by actual count or other means, of the quantity of property or material on hand. A list will indicate each item of property or material inventoried, the quantity, and sometimes the cost or other appropriate data.

PLANNED REQUIREMENT - The quantity of material expected to be needed to fill the requirements set forth in or derived from authorized programs/ missions.

PLANT CLEARANCE - All actions related to the screening, redistribution and disposal of contractor inventory from a contractor's plant or work site (contractor's plant includes a Government facility when contractor operated).

PLANT EQUIPMENT - Personal property of a capital nature (consisting of Equipment; machine tools; test equipment; furniture; vehicles; and accessory and auxiliary items, but excluding special tooling and special test equipment) used or capable of use in the manufacture of supplies or in the performance of services or for any administrative or general plant purpose.

NOTE: This definition applies only to contractor-held property so classified for contract purposes.

PRESERVATION AND PACKAGING - Application or use of adequate protective measures to prevent deterioration, including as

applicable, the use of appropriate protective wrappings, cushioning, interior containers and complete identification marking up to but not including the exterior shipping containers.

PRIMARY ORGANIZATIONS - Those organizations headed by officials reporting directly to the Center Director.

PRIMARY STOCK LOCATION - The basic location where material is stored.

PRIME CONTRACTOR - A contractor with total system responsibility for the execution of work on a Government contract. This includes all functional and administrative responsibilities necessary to satisfy contract requirements. Major programs can be established with separate prime contractors for essentially independent systems but each will perform as a contractual entity with respect to the contracting agency.

PRIORITY - Express by designated codes (e.g., 02-03-05, etc.) to denote the relative importance and urgency of need of a requested item.

PROCURING OFFICIAL - Any KSC official with the authority to obligate funds to obtain property for NASA by issue of a contract; purchase order; letter of-intent; NASA Defense Purchase Request; or other document.

PRODUCTION LEAD TIME - The time interval between the placement of a contract and receipt into the KSC Supply and Equipment System of material purchased.

PROGRAM CODE - A supply code assigned by the Financial Management Office to the various authorized NASA missions being accomplished at KSC.

PROGRAM STOCK - See: Inventory Classification.

PROJECT CODE - A code used when requisitioning material assigned to a specific project or program use.

PROPERTY ACCOUNTABILITY - A record of transactions, systematically maintained, which at any given time will disclose item identification; quantity; cost; location; and custodian responsibility of equipment controlled by an installation or a contractor.

PROPERTY ADMINISTRATOR - An individual duly designated by appropriate authority to administer contract requirements and obligations relative to Government property. The Property Administrator is an authorized representative of the Contracting Officer.

PROPERTY CONTROL NUMBER - The identification number assigned and affixed to each item of equipment for control purposes (tab/decal number).

PROPERTY CONTROL NUMBER REGISTER - A written record of the assignment of the property tag.

PROPERTY CUSTODIAN - The individual designated as organizationally responsible for all equipment assigned to a designated KSC property management area for which the KSC SEMO is accountable.

PROPERTY CUSTODIAN ACCOUNT - A numbered account, with an assigned custodian and alternate, in which controlled equipment and sensitive items are held for use in a specific controlled property management area or program/project.

PROPERTY DISPOSAL OFFICER - The official appointed by the SEMO who is assigned responsibility for the screening, redistribution and disposal functions.

PROPERTY MANAGEMENT AREA - An organization or segment thereof selected by the organizational heads concerned (with concurrence of the KSC SEMO) on the basis of organizational alignment and physical location for the assignment of a property custodian.

PROPERTY SURVEY BOARD - Composed of two members, with alternates, and chairman, appointed by the Center Director. The Property Survey Officer, the KSC SEMO, and individuals involved in the maintenance of property records may not serve on the board.

PROPERTY SURVEY OFFICER - Appointed by the Center Director with authority to approve survey reports.

PROVISIONING - The process of determining and procuring the range and quantity of spare parts deemed necessary or advantageous for the support of a system, subsystem or end item of equipment for an initial period of time.

PROVISIONING LEAD TIME - The time span from completion of provisioning until delivery of required spare parts to the receiving activity to support the end item. This includes administrative lead time as well as production lead time.

PURCHASE REQUEST - A document utilized to state requirements for, and to authorize purchase of goods and service.

QUALITY CONTROL - A planned and systematic pattern of actions necessary to provide adequate confidence the end item will perform satisfactorily in actual operation

REAL PROPERTY - Land; buildings; structures; utilities systems; and improvements and appurtenances thereto, permanently annexed to land. The term also includes installed collateral Equipment (i.e., building-type equipment, built-in equipment and large substantially affixed Equipment) as defined in Appendix K of NHB 7400.1 and FMM 9020.4 and the end items listed under Facilities Classification Code Group 630, Part VI, Section II, NASA Form 1134.

RECOMMENDED SPARE PARTS LIST (RSPL) - A quantified list, prepared for review during the provisioning process, of items recommended for support of a specific end item, system or equipment.

RECOVERABLE ITEM - Items which normally are not consumed in use and are subject to return to the KSC Supply and Equipment System for repair or disposal.

RECURRING DEMAND - Represents any valid requirement for material placed on the supply system and is measured in terms of quantity and frequency. Frequent demands for an item in the past presumes the necessity of such an item for future consumption and a candidate for stockage in the supply system. Annotating "recurring" does not automatically establish stockage.

REDISTRIBUTION-- The reassignment of materials and capital Equipment for other use including appropriate transfer of accountability.

REFERENCE PART NUMBER - The part, drawing, catalog, or specification number of the Government agency or prime contractor if different from the true manufacturer's part number.

REFURBISHMENT - The cleaning, repair, replacement of parts and other renovation activities required to restore equipment or a facility to a usable condition.

REPAIR - The necessary actions to ensure that failed items are restored to a usable condition.

REPAIR PART - See: Spare Part.

REPAIR POINT - The physical location or source within or outside KSC where repair of a recoverable item will be accomplished.

REPAIR TURNAROUND TIME - The interval between the time a recoverable item is removed from use and the time it is available for reissue in a serviceable condition; the total accumulated time required to package and ship an item to the repair facility, accomplish the repair and return the repaired item to the KSC Supply and Equipment System available for issue.

REPARABLE ITEM - An item which because of economic and design characteristics, is determined to be subject to repair when it becomes unserviceable, and then returned for use. See Recoverable Item.

NOTE: This term reflects the logistics status rather than the physical status of the item. Repairable categorization is made before failure occurs.

REPLENISHABLE DEMAND - Those issues made to fill requests expected to recur periodically for an indefinite period, or issue requests of a recurring nature for which replacement of stock should be made to meet future issue requests.

REPLENISHMENT - The process of determining requirements for and procuring material/supplies based on usage, consumption data, checkout, launch experience, etc., which are required for support of end items as a result of provisioning. However, replenishment of items with technical characteristics will not be accomplished without review of the various technical characteristics pertinent to such items.

RESERVATION - A record of a commitment to a customer that material needed at a future date will be available by the required date to fill issue requests placed against the reservation.

RESPONSIBLE OFFICIAL - A NASA Division/Office Chief or a comparable contractor official.

RESIDUAL SPARES - The quantity of an item procured by a contractor or obtained to support installation or checkout of a system of equipment that remains on hand after completion of such installation or checkout.

RETENTION LEVEL - The maximum quantity of an item which will be retained in the KSC Supply and Equipment System.

RETURNABLE CONTAINER - Any cylinder, drum, reel, or other container which is designed to hold materials and products and which is to be returned to the vendor when the contents have been removed or consumed.

REUSABLE HAZARDOUS MATERIALS - Any hazardous or consumable process chemical, exclusive of process hardware, which is still of a usable nature in the

original intended or acceptable alternate process. Examples of such chemicals include paints, coatings, oils, lubricants, cleaners, sealers, etchants, solvents, strippers, photochemicals, etc., which might be utilized in a general industrial or private process. These chemicals must not be grossly contaminated or physically altered (dried, crystallized, precipitated, etc.) to the point where there is no logical alternative use or where hazards associated with chemical contaminants or physical change render them unacceptable for release to the general public.

SAFETY LEVEL - The quantity of material, over and above the operating level of supply, required to be on hand to permit continuous operations in the event of minor interruptions of normal replenishment or unpredictable fluctuations in demand.

SALVAGE - Property which has some value in excess of its basic material content but which is in such a condition that it has no reasonable prospect of use for any purpose as a unit and its repair or rehabilitation costs would exceed 65% of the acquisition cost.

SCRAP - Material that has no value except for its basic material content.

SECONDARY ORGANIZATIONS - Those organizations headed by directors reporting directly to heads of primary organizations.

SELF-SUFFICIENCY - See: self-supporting.

SELF-SUPPORTING - The terminology used to describe the philosophy of contracting under a completion form contract which usually contains the characteristics of a diminished Government role for, day-to-day operations where the Government determines what to do (mission) and guidelines for how to do it (policy) but not the details of implementation. The performance responsibility rests with the contractor and the contractor is held responsible for the results.

SENSITIVE ITEM - An item of equipment which, due to its pilferage nature or the possibility of its being a hazard, requires a stringent degree of control. A sensitive item can be capital or noncapital equipment.

SERVICEABLE - Classification assigned to material that is in a usable condition and can be issued without repair or other action.

SERVICEABLE STOCKS- Those item which are in condition for issue for the intended use for which they were procured.

SHELF-LIFE ITEM - Any item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure

that it will perform satisfactorily in service. Two types of shelf-life items are recognized;

- a. Shelf-Life Item (Type I) - An item of supply having a definite (non-extendable) storage time period terminated by an expiration date which was established by knowledge gained through experience, observation, technical test data, or manufacturer's recommendation.
- b. Shelf-Life Item (Type II) - An item of supply with an assigned shortage time period which may be extended after the completion of prescribed and/or retroactive action.

SHIPPING TIME - The time elapsing between the shipment of material by the supplying activity and receipt of the material by the requiring activity.

SHOP REPLACEABLE UNIT (SRU) - Any item whose replacement constitutes the optimum intermediate or depot level of repair action for a higher indenture item.

SHORT-TERM LOAN - Property on loan to or from KSC for less than one year.

SIMILAR ITEMS - Specific supplies or services having the same general characteristics and intended use as those listed in a Federal Supply Schedule. Material in the following Federal Supply Classification Groups and Classes are subject to having "similar characteristics and intended use" as material appearing on Federal Supply Schedules: FSCs 2530, 2610, 3030, 3610, 5510, 6240, 6625, and FSGs 42, 67, 68, 71, 72, 74, 75, and 91.

SHUTTLE PROCESSING CONTRACT - The KSC contractor responsible for the pre-launch processing, launch and landing of the Space Transportation System (Space Shuttle). This contract is awarded under the provisions of FAR 45-S.

SPACE PROPERTY - As set forth in the NASA Procurement Regulation, paragraph B.102-21, personal property which is peculiar to aeronautical and space programs of NASA, and is not otherwise included in the categories of property set forth in NASA PR 13.101-4, 13.101-5, 13.101-6, and 13.101-8. It includes such items as aircraft, engines, space vehicles, and other similar components and related support equipment furnished for use as a standard or model, to establish equipment compatibility, or for such other similar reasons as may be determined by the Contracting Officer.

NOTE: This definition applies to contractor-held property so classified for contract purposes. Upon transfer or delivery to the Government, it becomes equipment or material according to NPR 4200.1 (as revised).

SPARE PART - An integral manufactured and replaceable part of a piece of machinery or equipment; the part being furnished normally for replacing a part worn or damaged in service; an item capable of separate supply and replacement which is required for maintenance, overhaul or repair of the article for which it was provisioned. Spare parts are also classified as:

- (a) Operational Spare - A spare provisioned to support maintenance, overhaul or repair of operational failures or degradation of a system or Equipment.
- (b) Refurbishment Spare - A spare provisioned to support postlaunch rehabilitation of a system or equipment.

SPECIAL TEST EQUIPMENT - As set forth in the NASA Procurement Regulation, paragraph B.102-6, either single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special purpose testing in the performance of the contract. Each testing unit comprises electrical; electronic; hydraulic; pneumatic; mechanical; or other items or assemblies of equipment are electronically interconnected so as to become a new functional entity, causing the individual item or items to become interdependent and essential in the performance of special purpose testing in the development or production of particular supplies or services. The term "special test equipment" does not include: material, special tooling, buildings and nonseverable structures (except foundations and similar improvements necessary for the installation of special test equipment), and plant Equipment items used for general plant testing purposes.

NOTE: This definition applies only to contractor-held property so classified for contract purposes.

SPECIAL TOOLING - As set forth in the NASA Procurement Regulation, paragraph B.102-5, all jigs; dies; fixtures; molds; patterns; tapes; gauges; other equipment and manufacturing aids, and replacement thereof, which are of such a specialized nature that, without substantial modification or alteration, their use is limited to the development or production of particular supplies or parts thereof or the performance of particular services. The term includes all components of such items, but does not include: consumable property, special test equipment or buildings, nonseverable structures (except foundations and similar improvements necessary for the installation of special tooling), general or specific machine tools, or similar capital items.

NOTE: This definition applies only to contractor-held property so classified for contract purposes.

STANDARD PART - Any part or item which is adequately defined by a recognized government or industry standard drawing and/or specification and is normally available from commercial, GSA and/or DLA sources. Examples of standard parts and items are: nuts; bolts; washers; screws; pins; keys; grommets; rivets; O-rings; clips; fasteners; clamps; fittings; and standard electrical and electronic components.

STANDARDIZATION - A process of establishing by agreement, engineering criteria, terms, practices, item configuration and processes to achieve the greatest practicable uniformity, assure the minimum variety of such items and practices, and to effect the optimum interchangeability of equipment parts and components.

STANDBY STOCK - See: Inventory Classification

STATUS CODE - An alpha designation assigned to equipment in the EVS record that provides a key to the relative availability of a particular item and its degree of availability.

STOCK ITEM - A spare part for which a level of usage has been predicted and for which an appropriate inventory level is maintained in the KSC Supply and Equipment System.

STOCK NUMBER - A National Stock Number (NSN) or a local stock number (LSN) assigned to an item at KSC for inventory management purposes.

STORES STOCK MATERIAL - See: Inventory Classification.

SUBASSEMBLY - Two or more parts which form a portion of an assembly or a component replaceable as a whole, but having a part or parts which are individually replaceable.

SUBSTITUTE ITEM - An item authorized for issue in lieu of the normally prescribed item of like nature and quality. Authorization for substitution is required for each individual use to meet varying needs. When two or more items possessing such functional and physical characteristics as to be capable of being exchanged under certain conditions or in particular applications and without alterations of the items themselves, or of adjoining items, they are substitute items.

SUBSTITUTE PART NUMBER - A manufacturer's or NASA part/drawing number identifying a substitute or alternate item.

SUPPLIER - A contractor or subcontractor actually performing the services or producing the contract articles.

SUPPLY AND EQUIPMENT MANAGEMENT OFFICER - The NASA official who is charged with direct responsibility for the supply property management activities of KSC, including accountability, control and disposal functions. The Chief, Supply Branch, is designated as the KSC Supply and Equipment Management Officer (SEMO).

SURPLUS PERSONAL PROPERTY - Personal property not required for the needs and discharge of the responsibilities of all Federal Agencies.

SURVEY REPORT - A report of administrative action taken to investigate and review the loss, damage or destruction of Government property, to assemble pertinent facts, to determine the extent of such loss, damage or destruction, and remove the item(s) from accountable records.

TRACEABILITY - That distinction attached to a product, process or activity which is established by ensuring the product, process or activity may be identified and traced back through a system of records (standards, drawings, specifications) to the exact time and place of origin.

TRACEABILITY CODE - A code assigned to an item relating to traceability characteristics of the item, i.e., traceability by lot number, serial number or no traceability required.

TRANSACTION INDICATOR CODE - An alphanumeric code which provides supplemental details about a receipt, issue or adjustment transaction and the effect of the transaction on supply or financial records.

TRANSFER INVENTORY - A complete physical inventory of all property charged to a property custodian taken whenever custodian responsibilities for a property management area are transferred to another individual.

TRUE MANUFACTURER - The identification by manufacturer's name and/or Federal Supply Code for manufacturer of the firm, company or corporation who actually fabricated an item in its final finished form.

TRUE MANUFACTURER'S PART NUMBER - The part number assigned to an item by the actual true manufacturer of that item.

UNIT OF ISSUE - A standard or basic quantity in which an item of supply is divided, issued or used. Examples are piece; pair; bottle; can; each; dozen; gross; pound; gallon; foot; yard; and set.

UNIT PACK - A quantity established at the lowest tie, wrap, package, or bundle of an item considered economical to package, transport and store.

UNIT PRICE - The actual price of an item carried in stock. For new items, the estimated price of the items.

UNIQUE EQUIPMENT - Specialized Equipment items or Equipment systems not commercially available are identified as unique when the Equipment becomes inactive.

UNSERVICEABLE - Classification assigned to material that requires repair or other action prior to being in condition for issue.

UNSERVICEABLE STOCK - That stock which is on hand and not ready for issue, but which may be economically restored to ready-for-issue condition.

VENDOR-OWNED RETURNABLE CONTAINERS - Returnable containers which belong to the vendor.

WAIVER - Granted use or acceptance of an article which does not meet specified requirements.

WARRANTY - A clause which gives the Government a contractual right to assert claims regarding the deficiency of supplies or services furnished, notwithstanding any other contractual provisions pertaining to acceptance by the Government. Such a clause allows the Government additional time after acceptance in which to assert a right to correction of the deficiencies or defects, reperformance, and equitable adjustment in the contractor's price, or other remedies. This additional period of time may begin at the time of delivery or at the occurrence of a specified event, and may run for a given number of days or months or until occurrence of another specified event.